



COMPREHENSIVE PRIVACY NOTICE FOR SCHOLARSHIP HOLDER

At **AUTOTANQUES NIETO** we care about the protection and privacy of your personal data. To this end, we perform important efforts to ensure respect for the principles governing the processing of personal data of legality, consent, quality, information, proportionality, responsibility, loyalty and purpose, as well as the security and confidentiality duties of your personal information, through the implementation of institutional protocols and procedures for compliance with the Federal Law on the Protection of Personal Data in Possession of Individuals ("The Law and/or Legislation"), its Regulations, secondary provisions and best practices in the field of privacy.

Thus, we make available this Privacy Notice for your knowledge on the processing that we will give to your personal information, the personal data that we may obtain, the purposes for which your data will be used, the third parties with whom we may share them, as well as the security measures that we follow **in AUTOTANQUES NIETO** for the protection of your personal information; in this way we will keep you informed so that you always retain control and disposition of your personal data.

IDENTITY AND ADDRESS OF THE DATA CONTROLLER

AUTOTANQUES NIETO, S.A. DE C.V. (hereinafter **AUTOTANQUES NIETO**) with address at Av. 5 de Febrero No.1724, Zona Industrial Benito Juárez, C.P. 76130, Querétaro, Qro. , is the Controller of the personal data you provide to us. Therefore, the collection, use, storage, disclosure, and cancellation of your personal information, is done through an appropriate, legitimate, and lawful use in compliance with the legislation of the matter and other regulations that apply.

To comply with the purposes for which you provided us with your information, we then state each personal data and/or categories of personal data that we may collect from you:



PERSONAL DATA OBTAINED

- Personal data for identification
- Personal contact details
- Personal property or financial data
- Work and/or academic data
- Data contained in your resume

In addition to the personal data mentioned above, for the purposes reported in this privacy notice we will use the following personal data considered sensitive, which require special protection:

SENSITIVE PERSONAL DATA

- Health data

PERSONAL DATA OF THIRD PARTIES

In the event that you provide identification data and contact details regarding third parties that you have designated as a reference, through the signature of this document you declare in protest to tell the truth that you have been instructed by them to provide us with your information and that you have consent for **AUTOTANQUES NIETO** to process the data in accordance with this Privacy Notice.

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

PRIMARY PURPOSES

Your personal information may be used for the following primary purposes that emerged and are necessary for the existence, maintenance and fulfillment of the relationship between you and **AUTOTANQUES NIETO**:



- Participation in the recruitment process, selection and, where appropriate, acceptance as a scholarship holder, in **AUTOTANQUES NIETO**.
- Evaluation of your candidature to be a scholarship holder in **AUTOTANQUES NIETO**.
- For psychometric examinations during the selection process as a scholarship holder.
- Be assisted by the medical service of **AUTOTANQUES NIETO** during your scholarship term in the company.
- Actively participate in some **AUTOTANQUES NIETO** projects, in which you are included for learning and professional development.
- To provide you with financial support for your active participation as a scholarship holder.
- Issue the required certificate to prove your participation as a scholarship holder in **AUTOTANQUES NIETO**.

SECONDARY PURPOSES

In addition, your personal identification and contact data will be used for the following different or secondary purposes that are not necessary for your scholarship term but that allow us to provide you with better service and maintain closer contact with you:

- To include it in the **AUTOTANQUES NIETO** job openings list once your scholarship term in the company has been completed.

MECHANISM TO EXPRESS ITS REFUSAL FOR THE PROCESSING OF YOUR DATA FOR SECONDARY PURPOSES

If you do not want your data to be used for secondary purposes, email us at: privacidad@autotanques.nieto.com.mx in order to be registered by our Personal Data Department in the exclusion list called "non-secondary holders".



In the event that you do not express your refusal to process your personal data for secondary purposes, we will understand that you give us consent to use your data for such secondary purposes.

The refusal to use your personal data for these secondary purposes cannot be a reason for it to affect your relationship as a scholarship holder with us.

To prevent unauthorized access to your personal data and in order to ensure that the information is used for the purposes set out in this privacy notice, we have implemented physical, electronic and administrative procedures, using advanced technologies that limit the use or disclosure of your data, allowing us to process it properly and prohibiting its extraction from the offices and/or electronic formats of **AUTOTANQUES NIETO** in an unauthorized manner, of any information containing personal data.

TRANSFERS OF PERSONAL DATA

The personal data collected **by AUTOTANQUES NIETO**, will not be transferred to third parties, except where necessary in the cases provided for in the Law and this Privacy Notice.

In addition to the above, **AUTOTANQUES NIETO** informs you that, in accordance with the provisions of article 37 of the Federal Law on the Protection of Personal Data in Possession of Individuals, we may transfer your personal data, without your consent, in the cases specified below:

- Where the transfer is provided for in a Law or Treaty to which Mexico is a party.
- Where transfer is necessary for medical prevention or diagnosis, the provision of healthcare, medical treatment, or the management of health services.
- Where the transfer is made to controlling companies, subsidiaries, or affiliates under the common control of the controller, or to a headquarter company or to any



company of **AUTOTANQUES NIETO** group operating under the same internal processes and policies.

- Where the transfer is necessary by virtue of a contract concluded or to be concluded in the interest of the data subject, **by AUTOTANQUES NIETO** and a third party.
- Where the transfer is necessary or legally required for the safeguarding of a public interest, or for the procurement or administration of justice.
- Where the transfer is necessary for the recognition, exercise or defence of a right in judicial proceedings.
- Where the transfer is necessary for the maintenance or compliance of a legal relationship between **AUTOTANQUES NIETO** and the data subject.

MEANS AND PROCEDURES FOR THE EXERCISE OF ARCO RIGHTS AND REVOCATION OF CONSENT

ARCO Rights

You have the right to access, rectify, cancel, or object to the processing of your personal data (ARCO rights). In this sense, as the owner of your personal data you have the right to know what personal data **AUTOTANQUES NIETO maintains**, what we use it for and the conditions of use we give them (Access), as well as to rectify them if they are inaccurate, outdated or incomplete (Rectification), instruct us to cancel them when they are excessive or unnecessary for the purposes described that justified their obtaining, consider that they are not being used in accordance with the principles, duties and obligations provided for in the applicable regulations (Cancellation), or object to the use of your personal data for specific purposes (Opposition), in cases where the Federal Law on the Protection of Personal Data in Possession of Individuals so permits.

Documents to accompany:



For the exercise of ARCO rights, you must accompany such application with documents that prove your identity by sending a photocopy of any official identification, or if you act on behalf of a third party, you must submit a copy of the public deed of the power of office, letter signed before two witnesses, or statement in the Personal Appearance of the Owner, as appropriate, as well as an official identification.

The ARCO Request for Rights should be addressed to the Department of Personal Data, who will verify that it contains all the information requested and that it is indicated below:

- Full name of the Data Subject, telephone number, address, an email address, or other means to notify you of the response to your request.
- Valid document proving the identity of the Owner.
- The description of the personal data on which you wish to exercise your rights and the reasons that motivate you in this regard.
- Any other element or document that facilitates the location of personal data.
- In the case of a request for rectification of personal data, the Owner must also indicate the modifications to be made and provide the documentation that supports his request.

Revocation of Consent

At any time, you can revoke the consent you have given us for the processing of your personal data, so that we stop using them. However, it is important to note that not in all cases we will be able to fulfill your request or terminate its use immediately, as it is possible that by some legal obligation, we require further processing of your personal data. You should also consider that for certain purposes, the revocation of your consent will imply the conclusion of your relationship with **AUTOTANQUES NIETO**.

Documents to accompany:



For the Revocation of Consent, the Holder must prove his identity by sending a photocopy of any official identification, or if acting on behalf of a third party, a copy of the public deed of the power of office, a letter of power signed before two witnesses, or a statement in the Personal Appearance of the Holder, as appropriate, as well as an official identification must be presented.

The Request should be addressed to the Department of Personal Data, who will verify that it contains the data requested in the "Request for Revocation of Consent", such as:

- Full name of the Data Subject, telephone number, address, an email address, or other means to notify you of the response to your request.
- Valid document proving the identity of the Owner.
- The mention of whether the revocation of consent is about all the consented purposes, that is, **that AUTOTANQUES NIETO stop** fully processing the data of the Owner or, where appropriate, if you request the revocation on certain treatments, for which you must specify for which purposes you want your personal data to no longer be processed.
- Any other element or document that facilitates the location of personal data.

For the exercise of your ARCO rights and/or the revocation of consent, you must require the institutional request for the exercise of rights "ARCO" and / or "Revocation of Consent" to the Department of Personal Data to the email: privacidad@autotanques.nieto.com.mx and present it by the same means and / or directly in the offices located in Av. 5 de Febrero No.1724, Zona Industrial Benito Juárez, C.P. 76130, Querétaro, Qro. The documents indicated in each application and already indicated in previous paragraphs shall accompany that request.



In the event that your application does not comply with the indication of an address or any other means for the response to be notified, **AUTOTANQUES NIETO** may have it as unsubmitted, and record it

If the Owner's request is not clear, insufficient, erroneous or incomplete, **AUTOTANQUES NIETO** may ask you to provide additional information to respond to your request within 5 business days of receipt of the request, if the request is not answered, the request will be not submitted.

The Owner will have 10 business days to meet the request for additional information of **AUTOTANQUES NIETO**, beginning the next day on which he has received it, after which if the Owner does not provide the information it will be held as application not submitted. If the Holder meets the request for information, the deadline for **AUTOTANQUES NIETO** to respond to the request will begin the day after the Holder has met the request.

AUTOTANQUES NIETO will have a maximum period of 15 business days, counted from the date on which you received the Application, to inform the Owner whether it is accepted. If the application is accepted, **AUTOTANQUES NIETO** within 10 business days will make the corresponding modifications. The time limits referred to in that paragraph may be extended only once for an equal period, provided that **AUTOTANQUES NIETO** justifies it.

AUTOTANQUES NIETO will respond in time and form to the requests that are submitted to it, complying at all times with the provisions of the Law. Likewise, **AUTOTANQUES NIETO** may deny the revocation of consent for the processing of the personal data of the Holders in the cases provided for by the Law and its Regulations.

When the Owner requests confirmation of the cessation of the processing of his personal data **AUTOTANQUES NIETO** will expressly respond to such request.



We inform you that, the exercise of ARCO rights and the revocation of your consent will be free and should only cover the justified costs of shipping and cost of reproduction in copies or other formats.

For more information about the ARCO rights procedure and/or Revocation of Consent, we invite you to visit our website at www.autotanquesnieto.com where you can consult our privacy policy. We also provide you with the email privacidad@autotanques.nieto.com.mx and phone number +52 442 211 2959 where our Personal Data Department will gladly answer any questions.

Once you have submitted your application, if you believe that you have not received a response from **AUTOTANQUES NIETO** or the response given to you is not satisfactory, you have the right to go to the National Institute for Transparency, Access to Information and Personal Data Protection (INAI) to submit a request for data protection within fifteen days of the deadline for **AUTOTANQUES NIETO** to respond to your request in accordance with the Law and its Regulations, as well as the procedure we have established for this purpose, or the response we have given to it.

MECHANISM TO LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA

In order for you to limit the use or disclosure of your personal data for secondary purposes, contact us at: privacidad@autotanques.nieto.com.mx in order to be registered by our Personal Data Department in the exclusion list called "non-secondary holders", so that your personal data is not processed for the secondary purposes mentioned in this Privacy Notice.

USE OF MECHANISMS IN REMOTE OR LOCAL ELECTRONIC COMMUNICATION MEDIA

We inform you that, to collect the personal data detailed herein, **AUTOTANQUES NIETO** will not use mechanisms in remote or local means of electronic, optical or other



technology such as cookies or web beacons, which enables the collection of personal data automatically and simultaneously while making contact with them.

MODIFICATIONS AND/OR UPDATES TO THE PRIVACY NOTICE

In the event of any update or modification to this Privacy Notice, **AUTOTANQUES NIETO** will inform you via your last email account registered, within 5 business days of its modification.

*I have read, it has been explained to me and I understand the scope of this Privacy Notice. I am also aware that for certain **purposes** **AUTOTANQUES NIETO** may not require my consent to the processing of my personal information, in the terms of *this document*, in accordance with Articles 10 and 37 of the LFPDPPP.*

*Notwithstanding the foregoing and whether derived from reforms to existing legislation, criteria, agreements and/or decisions of the competent authorities; including INAI, it will be determined that my consent should be required for the processing of my personal data and sensitive personal data in the terms of this Privacy Notice, in cases that legally required, I grant from this moment, my consent for the processing of my personal data in accordance with this Privacy Notice and it shows that it was made available to me prior to its processing. Likewise, and only in the case of having provided **AUTOTANQUES NIETO with data** of third parties, manifested in protest of telling the truth, that I have been instructed and authorized to provide information, and that I have the consent of these third parties so that their personal data are processed in accordance with this privacy notice.*

Name of holder: _____

Signature: _____

Date: _____

I declare under protest that the information and documentation provided is true, valid, corroborable and current. Therefore, if there is a falsehood in it, I am fully aware of the possible responsibilities that I may incur in administrative, civil and criminal matters that



apply; deterring AUTOTANQUES NIETO from any responsibility for the information provided.

Name of holder: _____

Signature: _____

Date: _____

Date of last update of the Privacy Notice: April 02, 2020.