



COMPREHENSIVE EMPLOYEE PRIVACY NOTICE

At **AUTOTANQUES NIETO** we care about the protection and privacy of your personal data. To this end, we make 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 acknowledgement 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 on the matter and other regulations that apply.

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

PERSONAL DATA OBTAINED

- Personal identification information
- Personal contact details
- Personal property or financial data



- Social security data
- Data about your immigration status
- Work and/or academic data
- Data on physical characteristics
- Facts about your hobbies
- Geolocation data, if applicable.
- Data related to your driving habits, if any.

SENSITIVE PERSONAL DATA

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:

- Past and present health data
- Biometric data
- Union membership data
- Data on court proceedings in which you are involved
- Facts about your personal habits
- Data about your criminal record, if any.

PERSONAL DATA OF THIRD PARTIES

In the event that you provide identification data, contact details, work data, property data, academic data and/or health data regarding third parties that you have designated as a reference such as family members, economic dependents, beneficiaries and/or any other person you have identified as an emergency contact and/or benefit from the sustained relationship between **you and AUTOTANQUES NIETO**, through the signature of this document you protest that you have been instructed by them to provide us with information and that you have your consent for **AUTOTANQUES NIETO to process** your data in accordance with this Privacy Notice.

DATA OF MINORS AND PEOPLE IN STATE OF INTERDICTION AND DIFFERENT CAPABILITIES IN TERMS OF LAW (HEREINAFTER "UNDERAGE")



It is our best interest to ensure protection of your family and personal privacy, including minor personal data in terms of Mexican law, that you wish to provide to us. Therefore, if derived from the psychological and/or emotional support that **AUTOTANQUES NIETO** provides to its collaborators, they will **provide AUTOTANQUES NIETO** with the processing of personal data of minors for the purposes described herein, the collaborator must prove that he/she has the power to act as a parent or guardian or a legally person to exercise the parental authority and legal representation of the minor, in accordance with the rules of representation of the current Federal Civil Code, for which he must present the appropriate documentation in each case.

Therefore, in order to be able to process the data of the minor for the primary and/or secondary purposes of this document, we require that you grant consent by filling in the spaces indicated at the end of this privacy notice.

It is important to mention that, in the event that you do not consent to the processing of personal data of minors for the primary and/or secondary purposes mentioned herein, they may not be processed in this regard.

In addition to the accreditation of legal representation, you must accompany the supporting documentation in terms of the legislation mentioned above.

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

PRIMARY PURPOSES

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

- Identify and verify the personal data provided.
- Prepare the documentation for hiring and registry of the employee.
- Contact in case of any doubt, clarification or rectification.
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- Grant access to **AUTOTANQUES NIETO facilities** and validate your entry through fingerprint registration.
- Creating a profile as an employee and having access to **AUTOTANQUES NIETO's electronic infrastructure systems.**
- Generate our database and update your personal data as an employee.
- Registration as a unionized employee, if any.
- Carry out the formalities and paperwork in the corresponding institutions for the administration and granting of the employment benefits to which the employee is entitled because of the employment relationship established with **AUTOTANQUES NIETO** in accordance with the Federal Labor Law and other applicable labor regulations, as well as any other support that could be granted without being an employment benefit referred to in the regulations mentioned above.
- Presentation of tax returns, payments of labor-patronal fees, contributions to the National Fund for Workers' Housing and Retirement Savings System Institute.
- For the creation of your electronic signature on payroll receipts.
- Make payroll payments and/or payment of alimony through the corresponding bank.
- Perform appropriate medical examinations to assess, monitor and update your health status, to ensure you maintain optimal physical and intellectual faculties and improve the performance of your functions.
- For the designation of life insurance beneficiaries, if applicable and, where appropriate, manage such insurance.
- To perform random anti-dopping and blood alcohol tests during your workday.
- For the realization of activities focused on the prevention of psychosocial risk factors.
- To channel it with the human factor department for the care, diagnosis, and/or follow-up of a specific case of personal nature and provide the support you require.
- Prepare labor records, as well as paperwork related to your job.
- Provide training to carry out the activities corresponding to your job.
- Evaluate the performance of your duties as an employee.
- To create a development plan according to your professional career.
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- Document and carry out the corresponding internal administrative procedures and investigations in which you become involved; that may result in a sanction, in the event of non-compliance with the institutional policies of **AUTOTANQUES NIETO**, as well as the functions and / or work activities that correspond to you as an employee.
- To assist you in case of emergency and communicate with the third parties you have designated for this purpose.
- For the fulfillment of the respective contract with **AUTOTANQUES NIETO** customers, as part of a technical request made to the company regarding its employees, if any.
- Assignment of tools provided to you by **AUTOTANQUES NIETO**, such as computer equipment, mobile phone and/or utility vehicle, in order to verify the correct use according to the purposes for which they were assigned by random revisions to such tools during working hours.
- To know your location, driving and optimal condition to drive during the journeys you perform in fulfillment of your work functions, by using geolocation, telemetry and / or video recording of audio and voice, and assist you in case of any contingency or incident that puts your safety and / or life at risk or danger, as well as the security of **AUTOTANQUES NIETO** assets. The mechanisms indicated may only be activated during working hours and may not be deactivated by the driver, as this would prevent the proper functioning of those mechanisms. The above will only apply in case a utility vehicle has been assigned.
- To alert the driver in case of warning of a life-threatening danger situation risking you or any third parties and to record such events. The above will only apply in cases where you are assigned utility vehicles.
- To identify bad driver habits during their journeys and establish corrective actions. The above will only apply in cases when a utility vehicle is assigned .
- For any internal procedure that requires your information because of the employment relationship established with **AUTOTANQUES NIETO** and that is necessary for the correct development of your work activities.
- Comply with applicable law, as well as requirements from federal and/or local authorities.



PURPOSE FOR WHICH WE WILL USE MINORS PERSONAL DATA AND PEOPLE IN A STATE OF INTERDICTION AND DIFFERENT CAPPABILITIES

Identification data, Contact details, academic data and/or health data of minors and people in a state of interdiction and different capacities, will be used to know the family context in which the employee is developed, to provide him with the educational and health supports that **AUTOTANQUES NIETO provides to** its employees, for participation in cultural and integration activities, and to make appropriate arrangements in favor of the beneficiaries that the employee has designated in case of death.

If you do not authorize the processing of your data for the purposes described above, email us at: privacidad@autotanques.nieto.com.mx in order to be registered by our Personal Data Department in the exclusion list, in order to express your opposition to the processing of the personal data of the persons mentioned in this section and that our "Department of Personal Data" documents such situation:

If you do not express your refusal to process the personal data of minors and persons in a state of interdiction and different capacities, we will understand that you give us your consent to process the data in this regard.

We inform you that your identification and contact details will not be used for marketing, advertising and/or commercial prospecting purposes.

SECONDARY PURPOSES

In addition, your personal identification, contact and/or work data will be used for the following different or secondary purposes that are not necessary to establish and comply with the legal relationship established with you:

- Provide referrals from you to future employers.
- Active participation in family activities organized by the company.
- Post your image in **AUTOTANQUES NIETO** social media.



- Publish your image for internal institutional communication **purposes of AUTOTANQUES NIETO**, through video recordings, boards, industrial magazines and/or via email.
- To channel it with credit institutions if you have applied for a loan.
- To contact your relatives for emotional accompaniment.

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

In case 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.

If you do not express your refusal, we will understand that you give us your consent to use your data for such secondary purposes.

The refusal to use your personal data for these purposes cannot be a reason for it to affect your employment relationship with **AUTOTANQUES NIETO**.

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, any information containing personal data.

TRANSFERS OF PERSONAL DATA

We inform you that your personal data may be transferred without your consent in the cases listed below. Therefore such transfers will be documented, founded and carried out considering the security measures that guarantee the protection of your personal data. To do this, we inform you of the purposes for which your data will be processed according to each recipient, without requiring your consent:

Recipient of personal data	Purpose
With companies of AUTOTANQUES NIETO corporate group , controlling companies, subsidiaries, affiliates; foreign and / or national.	To comply with the obligations derived from the legal relationship we have with our employees.
With competent local or federal labor, tax and social security authorities.	To comply with the legal provisions arising from the legal relationship between the employee and AUTOTANQUES NIETO , as well as for the fulfillment of the employers' obligations.
With Banking Institutions.	To open your payroll account, perform the corresponding payroll dispersion, pay alimony, if applicable, as well as to update the information of our employees who, if applicable require
With companies to which AUTOTANQUES NIETO provides a service (customers). Such data transfer would apply only to workers who are directly involved in the provision of the services.	<p>-For the provision of a service in compliance with the respective contract.</p> <p>-To ensure the entry of employees to the facilities where the service will be provided and to register them into the corresponding systems.</p> <p>-To ensure that these companies perform the proper fulfilment of the employers' obligations of AUTOTANQUES NIETO in tax, labour and social security matters with respect to their workers who will participate in the provision of the corresponding service.</p> <p>- To inform these companies about the competencies of the workers who will directly execute the services that will be provided in compliance with the respective contract.</p> <p>-To ensure from these companies the medical fitness and optimal condition of the workers who</p>

	<p>will directly execute the contracted services.</p> <ul style="list-style-type: none"> -To monitor the correct development of its functions during the execution of contracted work and avoid work risks. - To inform these companies about the incidents that occurred during the provision of the services provided, to initiate an investigation. -To carry out the internal investigations that are necessary and where the collaborator is involved in compliance with the program implemented by AUTOTANQUES NIETO.
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We inform you that for the transfer of your identification and contact details indicated below, we do require your consent. To do this, we inform you of the purposes for which your data will be processed according to each recipient, so as to indicate whether or not you authorize the corresponding data transfer.

Recipient of personal data	Purpose
With lending credit institutions.	To channel it with the relevant credit institution in case you have applied for a loan.

MECHANISM FOR THE ACCEPTANCE OR REFUSAL OF THE TRANSFER

If you do not authorize the transfer of your data indicated in the box above, we make [available to you the email address: *privacidad@autotanques.nieto.com.mx*](#) in order to be registered by our Department of Personal Data in the exclusion list.

In the event that you do not express your refusal to the above transfer we will understand that you give us your consent to transfer your data to that effect.

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 also 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 to 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

Likewise, 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 always 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 your "ARCO" rights 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.

If 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, leaving record.

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 not be submitted.

The Owner will have 10 business days to meet the request for additional information of **AUTOTANQUES NIETO**, starting the next day on which he has received it, after which if the Owner does not provide the information it will be held for 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 +52 442 211 2459 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, we provide the email: 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, in order 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 allow us to collect your personal data automatically and simultaneously while you contact them.

MODIFICATIONS AND/OR UPDATES TO THE PRIVACY NOTICE

If any update or modification is made to this Privacy Notice, **AUTOTANQUES NIETO** will inform you via your last email account we have 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 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 is manifest 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: _____

Consent to the processing of personal data of minors and person in a state of interdiction and different capabilities in terms of the law.

I: _____

Signature: _____

Date of last update of the Privacy Notice: *October 14, 2020.*

*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: _____