

PRIVACY NOTICE

Valle Redondo, S.A. de C.V., with fiscal address at Carretera Aguascalientes Calvillo Km. 6.5, Viñedos Valle Redondo, 20315, Aguascalientes, Ags., and contractual addresses at: Hacienda de Temixco No. 18, Col. Bosques de Echegaray, Naucalpan de Juárez, State of Mexico, and/or in Sexta y Mina S/N, Col. Álvaro Obregón 31610, Cuauhtémoc, Chihuahua (hereinafter “Valle Redondo”) makes this Privacy Notice available to you in order to inform you about the treatment that will be given to your personal data and sensitive personal data, in accordance with the provisions of the Federal Law on Protection of Personal Data Held by Private Parties (hereinafter the “Law”).

Your consent to this privacy notice will be deemed accepted and given from the time it is made available to you by Valle Redondo and you do not express opposition.

Information collected.

The personal data and/or sensitive personal data that Valle Redondo may collect are those that you provide to us freely and voluntarily through the means provided for herein, as a result of the employment relationship that it has with you:

Personal Data:

- Identification data: name, nationality, date of birth, place of birth, marital status, federal taxpayer registry (RFC), unique population registry key (CURP), social security number, age, address, telephone, email address, family contact information, photograph, resume.
- Job data: position, occupation, job references, employer name, previous jobs, income.
- Academic data: educational background, degree, specialization, professional license, types of practice, records and certificates.

Sensitive Personal Data:

- Economic and financial data: bank account number, bank, branch, mortgage loans (INFONAVIT) with authorities.
- Health data: health status, clinical history, laboratory tests, physical examination results, visual acuity, blood type.
- Data on litigation, suits, criminal records and any other data that is available from public sources: Letter of no criminal record, credit score, information from public sources and social media, research agencies of labor and academic records, socioeconomic studies.
- Data on psychometric evaluations.
- Data on union affiliation.

In order to verify the veracity and authenticity of the data mentioned above, Valle Redondo may request a copy of the documents containing the data described above. Also, we inform you that Valle Redondo has no purposes other than those expressly stipulated in this Privacy Notice.

For the collection and treatment of personal data and sensitive personal data, the principles of legality, quality, consent, information, purpose, loyalty, proportionality and responsibility referred to in Article 6 of the Law are complied with.

Information collected through our website.

We receive and store certain information through our website, such as: technical information of your IP address, operating system, browser used and route followed while browsing our website. This information allows for the correct operation of our website.

Valle Redondo may use “cookies” or “web beacons” in order to improve navigation on our website. “Cookies” are text files automatically downloaded and stored on the user’s hard drive when browsing a website, which allows the server to remember some information about this user, including their preferences on pages on that server, name and password.

On the other hand, “web beacons” are images inserted into a webpage or email that can be used to monitor the behavior of a visitor, such as storing information about the user’s IP address, duration of the interaction time on said page and the type of browser used.

To disable cookies and other technologies, you can access the relevant action, determined by your web browser.

Consent for the treatment of sensitive data.

In accordance with the provisions of Article 9 of the Law, we require your express consent for the processing of your sensitive personal data, so you will be required to sign this privacy notice as evidence of your express consent.

Use and/or purpose of the information.

Necessary purposes:

Valle Redondo collects, uses, transmits, transfers or stores your personal data in accordance with the provisions of the Law, to comply with the obligations derived from your employment relationship with Valle Redondo, all in order to open a file with your information and documents that were provided to us, to carry out labor investigations, and to ask for personal and labor references; to conduct psychometric evaluations, socioeconomic studies, preparation of medical records, medical examinations (these examinations may include but are not limited to periodic medical studies, analysis of drug use, etc.) and technical studies, as well as for personnel administration, payment and payroll management, payment of benefits, wages, benefits, insurance and procedures with insurance companies, bonuses, pensions, reimbursements, reservations and administration of business trips, preparation of employee identification, preparation of the company’s directory, use on servers for internal and external communication, to assign places and work equipment and training, to assign email accounts and any other internal communication of the company, to purchase food vouchers, the publication of the day and month of your birthday in internal communications, and to comply with confidentiality, tax, labor and personnel evaluation obligations, to contact your relatives, to conduct audits and any other purpose that is consistent and analogous with the foregoing.

In addition to the aforementioned purposes, for employees who have a corporate card, company cell phone, gasoline card, car owned by Valle Redondo, it is important to note that Valle Redondo may have access to their respective accounts to review and monitor the use of the aforementioned resources, as well as the account statements of said services to pay for them.

We inform you that Valle Redondo facilities use closed circuit television (CCTV) to maintain the security of Valle Redondo employees and assets, and that these images may be offered in legal proceedings and/or litigation.

Unnecessary purposes:

Valle Redondo may use your personal data for other unnecessary purposes, so long as you do not object, for example: publications in any internal or external communications, including but not limited to: Valle Redondo and HR portals, videos, social media, newspapers, webpages, websites or any other digital or analog media, as well as when you participate in contests, surveys, health and vaccination campaigns, social, cultural, sports and recreational events. Since these purposes are not necessary, you may not participate or stop participating at any time. With respect to external publications, please take into account that information provided to said external publications may not be canceled.

Data transfer.

Your personal data and/or sensitive personal data may be transferred to companies of the same group as Valle Redondo, or, with your consent given, by signing this document, to other financial institutions in Mexico, such as banks and/or insurance companies, in order to comply with the uses and purposes described in this Privacy Notice.

If you do not express your opposition for your personal data to be transferred, it will be deemed that you have given your consent.

We agree not to transfer your personal information to third parties without your consent, save for the exceptions provided for in the Law, as well as to carry out said transfer in accordance with said Law.

Security measures.

Valle Redondo has implemented and maintains the necessary security, technical, physical and administrative measures to protect your personal data and sensitive personal data from damage, loss, alteration, destruction or unauthorized use, access or treatment.

Rights of the owner of personal data and sensitive personal data.

The owner of the personal data and/or sensitive personal data may, at all times, exercise the rights of access, rectification, cancellation, opposition, limitation of use and revocation of consent with respect to such data (hereinafter "ARCO"). Also, the owner may limit the use or disclosure of his personal data and/or sensitive personal data, and revoke consent for the treatment thereof, as long as the treatment is not necessary or derives from a legal relationship.

The exercise of the ARCO rights, limitation and/or revocation of consent may be carried out by sending a request to privacy@valleredondo.com or at our facilities located at the addresses mentioned herein. This request will include the following information:

1. Name and address or other means to communicate the response to your request;
2. Documents that prove your identity or the identity of your legal representative; and
3. The clear and accurate description of the personal data with respect to which the exercise of any of the rights is sought.

Once the request to exercise the ARCO rights has been submitted, it will be analyzed in order to determine if it complies with all the requirements provided for in this Privacy Notice. If the request to exercise the ARCO rights does not meet the formal requirements, it will be rejected, and this circumstance will be reported to the owner and/or his legal representative.

If the request to exercise the ARCO rights meets the formal requirements, it will be admissible and the owner will be informed, the obligation to access the information will be deemed fulfilled when the personal data is made available to the owner and/or his legal representative; or by issuing copies or electronic documents.

Access to personal data, rectification or cancellation, or opposition to the treatment thereof may be denied in the following events:

1. The applicant is not the owner of the personal data, or the legal representative is not duly authorized therefor;
2. The applicant's personal data is not found in the database;
3. The rights of a third party are violated;
4. There is a legal impediment, or resolution of a competent authority, that restricts access to personal data, or does not allow for rectification, cancellation or opposition thereof, and
5. The rectification, cancellation or opposition has been previously carried out.

It is important to note that the refusal in any of the aforementioned events may be partial, in which case the Valle Redondo Data Protection Department will carry out the access, rectification, cancellation or opposition required by the owner.

The person in charge of the Valle Redondo Data Protection Department must inform the reason for his decision and communicate it to the owner, or where appropriate, to the legal representative, within the terms provided for this purpose, using the same means as the request, accompanying, where appropriate, any relevant evidence.

Term of Retention.

Valle Redondo will keep your personal data and sensitive personal data throughout your employment relationship Valle Redondo, and for a period of ten (10) years after termination of the employment relationship and, upon expiration of the aforementioned period, the information will be destroyed.

Changes to the privacy notice.

Valle Redondo reserves the right to amend or modify this Privacy Notice at any time in response to possible changes in law or to comply with Valle Redondo internal regulations, or when it is intended to use your data for other purposes not consistent with those previously described, in which case an updated Privacy Notice will be by emailed to you, or, if not by email, through any other internal communication and/or through visible announcements in Valle Redondo facilities or establishments.

You expressly state that you have read and understand the content of this Privacy Notice and for this reason you consent to the processing of your data as described above, including possible transfers of personal data.

As a result of foregoing, you state that you have informed the persons, with respect to which you have provided personal data, particularly in the case of personal and labor references, of the treatment that Valle Redondo will give to said information and that you have obtained their consent for said purposes.

I hereby authorize the use and treatment of my Personal Data and Sensitive Personal Data in accordance with the terms and conditions of this Privacy Notice.

Last update: November 2019.