

## **COMPREHENSIVE PRIVACY NOTICE**

### **Job Board - FEMSA**

Welcome to FEMSA's Job Board Comprehensive Privacy Notice. This document provides information on the use of your personal data when you decide to request information, register as a user and/or apply for vacancies published on this platform.

FEMSA's Job Board is not directed at any specific country or territory, nor does it contain offers of goods or services directed at people located in a specific country or territory. This Privacy Notice complies with the provisions of the Federal Law on the Protection of Personal Data in Possession of Individuals (*Ley Federal de Protección de Datos Personales en Posesión de los Particulares*, LFPD, for its acronym in Spanish), its Regulations and other provisions in force in Mexico, since it is the country in which the entity responsible for your personal data is located.

Any person who provides their personal data through FEMSA's Job Board may exercise their rights related to the protection of their information through our Data Protection Officer, by sending an e-mail to [dpo@femsa.com](mailto:dpo@femsa.com).

#### **About us**

FEMSA Servicios, S.A. de C.V. (hereinafter, FEMSA) is responsible for your personal data. Our domicile for service of process is: Avenida General Anaya, Número 601 Poniente, Colonia Bella Vista, Ciudad Monterrey, Nuevo León, Código Postal 64410, México.

#### **For which purposes will we use your personal data?**

FEMSA shall or may use your personal data for the following primary purposes:

1. Creation of user accounts in FEMSA's Job Board.
2. Management and user control of registrations, cancellations, and modifications in the FEMSA's Job Board.
3. Management, control, and administration of curricula and professional information for the conformation of a database of candidates with profiles that do not report an active job search.
4. Preparation of individual profiles of candidates for their participation in the recruitment and selection processes of personnel chosen from among the vacant positions in the FEMSA Job Board, which includes the processing of information such as:
  - a. Identity: for identification purposes.
  - b. Location: to be considered in the vacancies located near your residence.
  - c. Contact: to communicate with us in the event there is an opening according to your professional profile.
  - d. Interests: to be considered for vacancies that match your professional profile.
  - e. Economic expectation: to determine salary ranges.
  - f. Professional experience: to know your professional career, the development areas, to verify that you have the skills and abilities to perform the job according to the requirements of the opening profile and to evaluate if you are qualified to perform a certain position or function, as well as to obtain job references to know your professional environment.
  - g. Knowledge and skills: to know the level of knowledge and skills acquired in your work history and to determine if they meet the requirements of the vacancies.
  - h. Schooling: to find out about your schooling and determine whether it is in line with the profile requested for the opening.
5. Communication of candidates' profiles to FEMSA's affiliates or subsidiaries that need to cover the position for which they have applied, located in Mexico and outside of Mexico.
6. If you expressly authorize it, communication of your candidate profile to FEMSA's affiliates or subsidiaries that have vacancies related to your profile, located in Mexico and outside of Mexico's territory.
7. Communication of vacancies matching your profile so that you can choose to apply for those vacancies.
8. Elaboration of profiles for the conformation of databases with aggregated information for its analytical and statistical use.
9. Communication of changes and improvements within FEMSA's Job Board.
10. Historical record of candidates for up to the time strictly necessary to keep information considered as updated.

We will not use your personal data for secondary purposes.

#### **What personal data will we use for these purposes?**

To carry out the purposes described in this privacy notice, we will use the following personal data:

- Identification and contact data,
- Personal characteristics data,
- Academic and professional data,
- Job occupancy data,
- Property-related data,
- Sensitive personal data (health data, only for jobs in Brazil or Uruguay)

### **Who do we share your personal information with and for which purposes?**

We inform you that your personal data are or may be shared, within or outside the territory of Mexico, with the following recipients and for the following purposes:

- FEMSA's affiliates or subsidiaries, to communicate profiles of candidates that have expressly registered for specific opening selection processes, published on FEMSA's Job Board.

The foregoing data transfers do not require your consent to be carried out; however, if we communicate your data to any FEMSA affiliate or subsidiary, these companies will be newly responsible for your data and will inform you of the purposes and legislation applicable to the processing of your personal data, if any.

If you expressly authorize it, we may share your personal data, within or outside the territory of Mexico, with the following recipients and for the following purposes:

- FEMSA's affiliates or subsidiaries, to communicate to these entities (FEMSA's Business Units) about profiles of candidates that can cover vacancies in their places of establishment, in addition to their specific choice. FEMSA will provide you with physical or electronic means (commonly known as *check boxes*) so that you can clearly indicate whether you authorize the transfer of your data for these purposes.

### **How can you access, rectify or cancel your personal data, or oppose its use?**

You have the right to know which personal data we hold about you, what we use them for, and the use conditions we give them (Access). Furthermore, it is your right to request the correction of your personal information in the event that it is out of date, inaccurate, or incomplete (Rectification); that we delete it from our records or databases or databases when legally appropriate (Cancellation); as well as to oppose the use of your personal data for specific purposes (Opposition). These rights are known as ARCO rights.

To exercise any of the ARCO Rights, you must submit the appropriate request through the following means: e-mail [dpo@femsa.com](mailto:dpo@femsa.com).

To support you in the exercise of your ARCO rights, we have prepared a Unique Form for the Exercise of ARCO Rights, which you may download by clicking on the link at the end of this privacy notice.

We will respond to your request within 20 business days from the date you send it. If your request is appropriate, we will act on it within 15 working days from the date we communicate our answer. If your request is incomplete or incorrect, we will request that it be corrected within 10 business days, otherwise, we will consider it as not having been submitted and it will be discarded.

The use of electronic means for the exercise of your ARCO Rights authorizes FEMSA to respond to your request through the same means, unless you clearly and expressly indicate otherwise.

It is important for FEMSA to keep your personal information updated and to guarantee its truthfulness, validity, and accuracy. Therefore, we would appreciate it if you could inform us of any changes you wish to make in order to keep your candidate profile updated on FEMSA's Job Board.

The contact details of our Personal Data Department, in charge of processing ARCO rights applications, are as follows:

- a) Domicile: Avenida General Anaya, Número 601 Poniente, Colonia Bella Vista, Ciudad Monterrey, Nuevo León, Código Postal 64410, México.
- b) Email: [dpo@femsa.com](mailto:dpo@femsa.com).

### **You can revoke your consent to the use of your personal data**

You may revoke any consent you may have given us for the processing of your personal data. However, it is important to note that not in all cases we will be able to fulfill your request or conclude its use immediately, as it is possible that due to some legal obligation we may require further processing of your personal data.

The revocation of your consent may have the effect that FEMSA stops processing your data for the purposes indicated in this Notice and that FEMSA stops communicating your data to any of its affiliates or subsidiaries; however, such revocation may not be intended to guarantee that the affiliates or subsidiaries that have had access to your personal data will stop processing them for the purpose of contacting you during an ongoing selection process. In such events, you must follow the procedure for the cancellation of personal data that these entities have established.

To revoke your consent you must submit your request by the following means: e-mail [dpo@femsa.com](mailto:dpo@femsa.com).

The procedure for revocation of consent, if any, will be the same as that set forth in the immediately preceding section for the exercise of ARCO Rights. To support you in the exercise of your ARCO rights, we have prepared a Unique Form for the Exercise of ARCO Rights, which you may download by clicking on the link at the end of this privacy notice.

### **How can you limit the use or disclosure of your personal data?**

As a candidate, you may limit the use or disclosure of your personal data at the time you provide your information, or even later. For this purpose, you may request that FEMSA limit the use of your personal information to certain sectors or geographic areas, indicating whether or not you authorize us to share your information with FEMSA's affiliates or subsidiaries in search of profiles such as yours.

The requirements for evidencing your identity, as well as the procedure for dealing with your request for a limitation on the use or disclosure of your personal data, will be the same as those defined for the exercise of ARCO rights, set out in this privacy notice.

### **The use of tracking technologies on our website.**

Please be advised that FEMSA'S Job Board uses cookies, web beacons, and other technologies which allow us to monitor your behavior as an Internet user, as well as provide a better service and user experience when browsing this website. The personal data we collect through these technologies will be used for the handling of the user's session, as well as for displaying the content in the appropriate language.

The personal data we obtain through the use of these tracking technologies are as follows:

- Identifiers, usernames, and passwords of a session
- User Preferred Language
- Region in which the user is located
- Web pages visited by the user
- Searches made by a user

If you do not want cookies, web beacons, and other technologies installed on your device, you can set your browser to reject them, or to warn you when a site attempts to install them. However, if you disable the option to accept cookies, web beacons, or other tracking technologies, some sections of our FEMSA Job Board portal may not work properly. For information on how to disable them in your browser, it can be done by "Provisioning" in the option "disable captcha on the external career site for account creation", or by administration tools in "Manage recruitment settings" in the option: "disable captcha on the external career site for account creation.

### **How can you find out about changes to this privacy notice?**

This Privacy Notice may be modified, changed, or updated as a result of new legal requirements, of our own needs to improve the publication or disclosure of job vacancies, of our protection of data practices, of changes in our business model, or for other reasons.

We pledge to keep you informed about changes to this privacy notice at our website: <https://careers.femsa.com/>.

Any changes or updates to this privacy notice shall be communicated through a banner on our website: <https://careers.femsa.com/>, specifically on the home page at the bottom left.

### **International - Brazil**

Holders who, at the time they provide their personal data to FEMSA, are in Brazilian territory, shall take into account the following information:

JUR\_SP - 37406759v1 - 10715005.446128

### General Law on Personal Data Protection (Lei Geral de Proteção de Dados Pessoais)

Within the limits established by International Law, your personal data will be processed in accordance with the General Law on Personal Data Protection (LGPD) and based on the appropriate legal basis provided for by this law.

For personal data processing activities that depend on your consent, we will provide physical or electronic means (generally known as check boxes) so that you can clearly indicate that you consent to the processing or transfer of your personal data by FEMSA for the purposes described in this policy ".

### International Transfer of Personal Data

We are part of an economic group with global presence and, in order for you to apply for specific vacancies or indicate your profile for vacancies located outside Brazil, we will transfer your personal data to third countries. If the country of destination does not have an adequate level of personal data protection as determined by the Brazilian National Data Protection Authority, we guarantee that the international transfer will be carried out in accordance with one of the mechanisms provided for by the LGPD.

### Rights of the holders

In accordance with the provisions of the LGPD, holders established in Brazil who have provided their personal data to FEMSA may exercise the following rights:

- (i) Confirmation of existence;
- (ii) Access;
- (iii) Rectification of incomplete, obsolete or inaccurate data;
- (iv) Anonymization, blocking or elimination;
- (v) Portability;
- (vi) Withdrawal of Consent;
- (vii) Deletion of personal data processed on the basis of the consent of its holder;
- (viii) Information on shared use;
- (ix) Opposition, and
- (x) Review of decisions and automated processing.

To exercise any of the foregoing rights, the holder shall submit the appropriate request through the following means: e-mail [dpo@femsa.com](mailto:dpo@femsa.com). FEMSA shall respond to the request of the holders in accordance with the provisions of articles 18, 19, and 20 of the LGPD.

### **Your consent for the processing of your personal data.**

Before we collect your proprietary and/or sensitive personal data, we will make available to you physical or electronic means (commonly known as *check boxes*) so that you may expressly consent in writing to the processing or transfer of your personal data by FEMSA for the purposes described in this Privacy Notice.

Last Updated: 08/01/2020

\* Available forms (except Brazil):

- [Download Unique Form for the Exercise of ARCO Rights](#)

- [Download Unique Form for Revocation of Consent](#)

<https://www.femsa.com/assets/2020/12/Unique Format for the Exercise of ARCO Rights Nov-2020.docx>