

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 datos.personales@femsa.com.

Femsa Servicios, S.A. de C.V., hereinafter referred to as **FEMSA**, with domicile at Avenida General Anaya 601 Poniente, colonia Bella Vista, city of Monterrey, municipality or delegation Monterrey, Zip Code 64410, in the state of Nuevo León, country Mexico, and internet portal <http://www.femsa.com>, is responsible for the use and protection of your personal data, and in this regard we inform you the following:

For which purposes will we use your personal data?

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

- Creation of user accounts in **FEMSA's** Job Board.
- Management and user control of registrations, cancellations, and modifications in the **FEMSA's** Job Board.
- 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.
- 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.
- 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.
- 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.
- Communication of vacancies matching your profile so that you can choose to apply for those vacancies.
- Elaboration of profiles for the conformation of databases with aggregated information for its analytical and statistical use.
- Communication of changes and improvements within **FEMSA's** Job Board.
- Historical record of candidates for up to the time strictly necessary to keep information considered as updated.

Secondary purposes

To fulfill the purposes described in this privacy notice, **FEMSA** will not use your personal data for secondary purposes.

What personal data will we use for these purposes?

To conduct 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

- Sensitive personal data (health data, only for jobs in Brazil or Uruguay).

Personal data of third parties

If you provide **FEMSA** with the personal data of third parties (e.g., personal and/or work references) for the fulfillment of purposes identified in this Privacy Notice, you must inform them of the existence of the processing of your personal data and the content of this Privacy Notice. If you provide such information, you also represent with your submission that you have previously obtained the consent of your data subjects to provide your information to **FEMSA** and that it is correct and complete.

Who do we share your personal information with and for what purposes?

We inform you that your personal data may be transferred within Mexico or abroad, to the following categories of recipients and for the purposes identified:

- 1. FEMSA's affiliated or subsidiary companies**, to communicate profiles of candidates who have expressly registered for selection processes for specific vacancies, published in the **FEMSA Job Board**.
To communicate to these entities (**FEMSA** Business Units) about candidate profiles that can fill 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.

The Law establishes that the aforementioned data transfers do not require your consent in order to be carried out. Any transfer of your personal data that does require your consent will be informed in advance, through the communication and updating of this Privacy Notice and prior to the completion of that data communication.

How can you exercise your rights of Access, Rectification, Cancellation and Opposition?

You have the right to exercise your rights of access, rectification, cancellation or opposition of your personal data. Keep in mind that ARCO Rights include:

- **Access:** the right you must know what data we hold about you, as well as how we use or share it.
- **Rectification:** the right you must request the rectification of your data at any time, if for any reason it is incorrect, inaccurate or incomplete in our databases.
- **Cancellation:** the right to request that we delete your information, after it is blocked and then permanently deleted.
- **Objection:** your right to indicate a legitimate reason we should stop using your personal data.

To exercise any of the ARCO Rights, you may submit the respective request by downloading the **FEMSA** form on the website <https://www.femsa.com/es/avisos-de-privacidad/>; in addition to requesting it through email: data.personales@femsa.com.

To exercise any of the ARCO Rights, you must submit the respective request through the following means: e-mail: **datos.personales@femsa.com**. The application must include or be accompanied by:

- a) Your full name and address, or other means of communicating the response to your request.
- b) Copy of a document proving your identity, and if applicable, legal representation if someone exercises the right on your behalf.
- c) A clear and precise description of the ARCO right you wish to exercise, and the personal data related to your request; and
- d) Where applicable, any other information or document that helps us locate your personal data.

FEMSA will respond to your request within 20 (twenty) business days from the date it is sent and received. If the request is admissible, we will make it effective within 15 (fifteen) business days following the date on which the response is communicated. In the event that the information and/or documentation provided in your application is incomplete,

erroneous and/or insufficient, or that the necessary documents to prove your identity or the corresponding legal representation are not attached, we will request the correction and correction of the deficiencies in order to process said application. You will have 10 (ten) business days to attend to the request and correction of the request; otherwise, it will be deemed not to have been submitted.

The use of electronic means for the exercise of the ARCO Rights authorizes **FEMSA** to respond to the corresponding request through the same means, unless you indicate another means of contact in your request, in a clear and express manner.

The right of cancellation is not absolute. Therefore, **FEMSA** must keep information to comply with various legal obligations and to do so it may share your personal data with other entities or organizations. In such cases, the right to erasure may need to be requested from the entity that received your personal data.

The contact details of the person or department of personal data, which is in charge of processing ARCO Rights requests, are as follows:

- a) Name of the person or department of personal data: Lic. Karla Ivonne González Valdez.
- b) Address: Avenida General Anaya, número 601 Poniente, colonia Bella Vista, ciudad Monterrey, municipio o delegación Monterrey, C.P. 64410, in the entity of Nuevo León, country Mexico.

Do you want to revoke your consent?

In some cases, you may revoke your consent to the processing of your personal data; however, this revocation cannot have retroactive effects, i.e., it cannot affect situations, procedures or transfers made before the revocation of your consent; nor in cases where such revocation makes it impossible to comply with obligations arising from a legal relationship in force between you and **FEMSA**, or involves a breach of general public policy provisions establishing the obligation to continue the processing of your personal data for a certain period.

You can send a request for revocation of consent to the email datos.personales@femsa.com, following the instructions applicable to the exercise of ARCO Rights.

How Can You Limit the Use or Disclosure of Your Personal Information?

In order for you to limit the use and disclosure of your personal information, we offer you the following means: Your registration in the Public Registry to Avoid Advertising, which is in charge of the Federal Consumer Protection Agency (PROFECO), so that your personal data is not used to receive advertising or promotions of goods or services. For more information on this registry, you can consult the PROFECO (<https://repep.profeco.gob.mx/>) website, or contact the agency directly by calling from Mexico City, Guadalajara and Monterrey at 55 96 28 00 00 and from the rest of the Mexican Republic at 800 962 8000.

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 using 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?

We undertake to keep you informed about any changes that this privacy notice may undergo, in such cases, we will publish such changes on the website: <https://careers.femsa.com/>, Privacy Notice section. If you wish, you can request the latest version of this Privacy Notice through our email datos.personales@femsa.com.

International - Brazil

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

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:

- Confirmation of existence;
- Access;
- Rectification of incomplete, obsolete or inaccurate data;
- Anonymization, blocking or elimination;
- Portability;
- Withdrawal of Consent;
- Deletion of personal data processed on the basis of the consent of its holder;
- Information on shared use;
- Opposition, and
- 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 datos.personales@femsa.com. **FEMSA** will respond to the holders' request in accordance with the provisions of Articles 18, 19 and 20 of the LGPD.

Your consent to the processing of your personal data

I consent to my personal data being processed in accordance with the terms and conditions set out in this privacy notice [].

Name(s): _____

Last Updated: 28/11/2022

Available Form:

[Unique Form for the Exercise of ARCO Rights and Withdrawal of Consent](#)