

## Dear Employee

On the basis of the Law on the Protection of Personal Data in Possession of Private Individuals we inform you that **SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**; with address at Av. Río Lerma, 232, 23rd floor MZ, Delegación Cuauhtémoc, Col. Cuauhtémoc, C.P. 06500, Mexico City, CDMX, is responsible for the use and protection of your personal data; in this regard we inform you the following:

For the purposes of this notice:

- a) Data Act to the Federal Law on the Protection of Personal Data in Possession of Individuals (FLPPD).
- b) Data controller, **Department of Human Management.**

In compliance with the provisions of the Federal Law on the Protection of Personal Data in Possession of Individuals (FLPPD), **SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**, informs you of the following:

1. With regard to the Identity and address of the Controller of the processing of your personal data, **SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**; establishes as the controller of your personal data the **DEPARTMENT OF HUMAN MANAGEMENT**, with address Av. Río Lerma, 232, floor 23 MZ, Delegación Cuauhtémoc, Col. Cuauhtémoc, C.P. 06500, Mexico City, CDMX, Phone. - 5985 4488, e-mail RRHH [comunicaciones.mex@sophossolutions.com](mailto:comunicaciones.mex@sophossolutions.com).
2. **SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**; may collect your data personally or through different sources, either directly or indirectly, in accordance with internal policies, personal data, as well as sensitive personal data that you provide on the occasion of the Employment Contract, whatever the nature and temporality of the Employment Contract, will be used to:
  - 2.1. Create Personal Record and Employee Record.
  - 2.2. Complement the Contracts and documentation supporting the Working Relationship.
  - 2.3. Update Employee records.
  - 2.4. Request and provide personal, commercial and credit bureau references.
  - 2.5. Request and provide referrals to Financial Institutions.
  - 2.6. Keep your information current.
3. Means to exercise the rights of access, rectification, cancelation, opposition, limitation of use, and disclosure or revocation of consent.

Your data will be protected with the security and confidentiality measures applicable in accordance with the current regulations and taking into account the internal policies that the Department of Human Management of **SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**; has established.

The exercise of the rights of access, rectification, cancelation, opposition, disclosure and limitation of use or revocation of consent, may be carried out from January 1, 2018, by written request submitted to the Department of Human Management which must contain:

- 3.1. Full name of the holder of the personal data and / or telephone, email, and address to communicate the response to the request.
- 3.2. Official identification and, where appropriate, documents proving the employment relationship.

- 3.3. The clear and precise description of the personal data in respect of which one of the aforementioned rights is sought to be exercised.
- 3.4. Any other element or document that facilitates the location of personal data.
- 3.5. In the case of requests for rectification, the holder and/or his/her legal representative shall indicate the modifications to be made and provide the documentation supporting his/her request.

**SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**; reserves the right to request information and/or documentation additional to the aforementioned in advance, to meet the request, which will be answered within the deadlines that the Data Law itself indicates.

4. Transfer of personal data that are carried out:

The Data Controller may transfer data to third parties, nationals, or foreigners, in order to fulfill obligations arising from contractual relations, among others.

If you do not express to the Data Controller your opposition in writing in the form and terms mentioned in this notice for the transfer of your personal data, it will be understood that your consent and/or that of your representative is granted.

Likewise, the controller may carry out the transfer of your data without requiring your consent in the cases indicated in article 37 of the Data Law.

5. Changes to the Privacy Notice.

**SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**; reserves the right to make modifications and/or updates to this privacy notice at any time, which will be communicated by the HUMAN MANAGEMENT DEPARTMENT to the holder, through electronic communication, within a maximum of twenty days after the modification and/or update is made.

Sincerely

**SOPHOS TECHNOLOGY SOLUTIONS, S.A. DE C.V.**  
**Human Management**

I acknowledge being cognizant:

Name:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_