

## PRIVACY POLICY

In pursuance of the Federal Law for Protection of Personal Data in Possession of Individuals (the "Law"), at **CX Team, S.C. and CX Software Solutions, S.A. de C.V.** (hereinafter "**CX TEAM**") we protect and safeguard your personal data in order to avoid the damage, loss, destruction, robbery, lose, alteration, as well as the unauthorized treatment of your personal data. Hereby we inform you all the terms and conditions of the Privacy Policy of Personal Data (hereinafter "Privacy Policy" **CX Team**) with tax address in Av. Insurgentes Sur #318, Col. Roma Norte, Del. Cuauhtémoc, CP 06700, CDMX.

### Information that we collect

In this site **CX TEAM** does not ask any personal data of the visitors, however, these visitors can ask us for information or access to our services through filling the online forms. All the information shared in these forms and provided by you freely and voluntarily is treated with absolutely confidentiality and it is not delivered to any other person, unless you authorize that previously, or that an authority demands us, as it is explained later. Most of these forms can be filled anonymously, however some of the services offered by **CX TEAM** in this site can require contacting the user in his email address. This action is done only and exclusively if the user accepts that condition at the moment of sending us his data.

The possible type of information requested includes, in an expository but not limited manner, your name, email, phone number, personal comments, among others. Not all the requested information when participating in the site is mandatory to be shared, except that one the we consider convenient and that we let you know about it.

You must be aware that if you voluntarily share personal information online in a public area, that information can be collected and used by other people. **CX TEAM** does not control the actions of our visitors and users.

All your data is transferred to an external database in equipment that is not connected to internet, under the strictest control procedure and integrity verification.

Using this site, you manifest your expressed consent on that your personal data is treated according the terms and conditions of this Privacy Policy.

For your personal data collected directly from the owner in personal way or through other optical, sounding, visual media, or through other technology legally allowed, either through request forms, curricula, interviews, socio economic studies, medical and psychometric evaluations, in our site or in our online services, among others, which can be personal information of the owner, that is, complete name, email, address, telephone numbers, place and date birth, civil status, children number, health condition, education, professional experience, personal and professional references, socioeconomic status, patrimonial and financial data, bank account for payroll deposits, social security number, Federal taxpayer registration, CURP, among other strictly essential for the aim that will be mentioned later, within which are the sensible personal data.

#### **The use that we give to your information**

Your email, in case that you have shared with us freely and voluntarily, is used by **CX TEAM** only so we can respond your messages. In case that you have been registered to receive our newsletter, this one will be sent to the email that you indicate us.

Your personal data will be collected with non-divulgence or commercial aim, and this will be only for the following aims:

- Assessment as candidate to occupy some vacancy position
- In some case the elaboration of a Work Contract
- In pursuance of legal, fiscal, social security obligations, among others that come from the work relationship.
- Potential administrative or judicial processes that involve to the personal data owner

The personal data will be safeguarded under the strictest confidentiality and will not be allowed to use them differently, except that involves a modification in this Privacy Policy.

#### **Access of a third party to your information**

As general principle, this site does not share nor reveal any obtained information, except when it has been authorized by the visitor, or in the following cases:

- a) When it is required by a competent authority and previous pursuance of the correspondent legal procedure and
- b) when, according to this site, it is necessary to comply the conditions of use and other terms of this page, or to safeguard the integrity of the other users or of the site.

In case that our site receives information from a visitor, that describes a fact that can mean a crime, this one could be sent to the correspondent authority, and according to verification and control procedures previously established by them.

### **Security and control ways for protecting your personal data.**

**CX TEAM** has implemented technical, logistic, administrative and physical security ways to protect your personal data, and that we ask to be complied by third parties that can get access to them.

All the information and personal data that you deliver us freely and voluntarily using our website **www.cxteam.com.mx** and its different redirect domain names, go to a database property of **CX TEAM**, information that is stored to protect it and to avoid its loss, inadequate use, or alteration. However, the previous, **CX TEAM** in no way guarantees its security nor that this one can be intercepted, altered or removed by third parties at the moment when it is sent through internet.

This site does not use cookies (cookies are small data archives that are generated in your equipment, and this one sends information without details that allows to deduce personal data from the equipment).

### **The person who is responsible of the management and administration of personal data**

The System Direction of this institution is responsible for the management and the administration of the personal data, and it can be contacted through the email [info@cxteam.com.mx](mailto:info@cxteam.com.mx) or directly in our fiscal address.

### **How can you exercise your rights ARCO and revoke the given consent?**

You are the owner of your personal data, you can exercise the rights ARCO (Access,

Cancellation, Rectification and Opposition to the treatment of your personal data), or that is to say, to revoke the consent that you have given to **CX TEAM** for the treatment of your personal data, sending directly your request to the person responsible of the management and administration of the personal data described in the previous section. This request must include at least: (a) name and email or other means to communicate the answer of your request; (b) the documents that prove your identity or, in the case, the legal representation; (c) the clear and accurate description of the personal data on which you request to exercise the ARCO rights; (d) the expressed manifestation to revoke your consent to the treatment of your personal data and so therefore, these are not used.

Remember that you can exercise your rights ARCO in terms of the Law, from January 6<sup>th</sup>, 2012. You can start the rights protection procedure ARCO before the Federal Institute of Information Access and Personal Data Protection within the next 15 days to the date in which **CX TEAM** has answered to your request or, if once the term indicated by the **CX TEAM** law has concluded and there was no reply to the request.

Modifications to the Privacy Law. We reserve the right to change this Privacy Policy at any moment. We suggest you visit this section to find out any change about it.

**Updated Privacy Policy at June 18<sup>th</sup>, 2018.**