

**PRIVACY NOTICES FOR QPN MONTERREY, S.A. DE C.V., QPN NUEVO LEÓN, S.A. DE C.V., QPN CHIHUAHUA, S.A. DE C.V., QPN TORREÓN, S.A. DE C.V., QPN SALTILLO, S.A. DE C.V., QPN CENTRAL, S.A. DE C.V., REPARTOS RÁPIDOS DE NUEVO LEÓN, S.A. DE C.V. AND/OR ANY OF ITS AFFILIATES OR SUBSIDIARIES CONTROLLED BY AND/OR BELONGING TO THE SAME GROUP QUALITYPOST (HEREAFTER REFERRED TO AS QPN).**

**1) COMPLETE PRIVACY NOTICE FOR EMPLOYEES (PRINTED FORM)**

**I. Identification of Responsible Party and processing of your personal data.**

In compliance with the provisions of Article 17, section II of the Federal Law for the Protection of Personal Data in the possession of Private Persons, we hereby inform you that QPN Monterrey, S.A. de C.V., QPN Nuevo León, S.A. de C.V., QPN Chihuahua, S.A. de C.V., QPN Torreón, S.A. de C.V., QPN Saltillo, S.A. de C.V., QPN Central, S.A. de C.V., Repartos Rápidos de Nuevo León, S.A. de C.V. and/or any of its affiliates or subsidiaries controlled by and/or belonging to the same Group QualityPost (hereafter referred to as QPN) (the “Responsible Party”), whose address is at Catamarca 2129, Colonia Residencial la Española, Monterrey, Nuevo León, C.P. 64820 (the “Contact Address”) will process the personal data that it collects from you under the terms of the following privacy notice.

**II. Purposes.**

The processing of your personal data will be carried out for the following purposes:

- a. Those necessary to establish a legal relationship with the Responsible Party:
  - i. Hiring evaluation procedures;
  - ii. Payroll management;
  - iii. Provision of Social Security benefits;
  - iv. Estimation and payment of corresponding taxes;
  - v. Conducting background, honesty and aptitude checks, as well as socioeconomic studies;
  - vi. Obtaining professional references;
  - vii. Processing your employee file, and
  - viii. Enter the aforementioned personal data on the Responsible Party’s information systems.
- b. Others:
  - i. Effecting transfers of your personal data to third parties under the terms of this privacy notice.

So there for and in order to achieve the purposes stated above, the following personal data will be collected: name, father’s last name, mother’s last name, National Military Service ID number, nationality, schooling, professional and character reference letters, birth certificate, proof of address, official ID, car or motorcycle driver’s license, RFC (Federal Taxpayers’ Number), CURP (Federal Population Registry Key Number), civil status, family data: (names, schooling,

company name and telephone number, beneficiaries of life insurance), employment history: (company name, address, telephone number, position, immediate superior's name, reason for separation from previous job, photograph, professional and character references (job starting and ending dates), and the following financial or patrimonial personal data: housing status, exterior photograph of current domicile, immovable and movable property inventory, itemized family income and expense levels, proofs of address, INFONAVIT data, starting and ending salary on previous work positions.

## **II. Sensitive Personal Data.**

The Responsible Party will consider the following information as Sensitive Personal Data: religious affiliation, criminal or mercantile records, previous labor disputes or litigation, trade union membership, name of trade union, and medical and health background.

## **III. Options to limit the use or disclosure of your personal data.**

The Responsible Party has designated an officer to take charge of your personal data processing (the "Privacy Officer"), so therefore you will have the option to limit the use or disclosure of your personal data in a personal manner before the Responsible Party through the use of an application that you will have to submit at the Contact Address.

## **IV. Means to withdraw your consent to the processing of your personal data.**

You will also have the option to withdraw your consent to the processing of your personal data through the use of a written application addressed to the Privacy Officer at the Contact Address, except in case the Responsible Party has requested your consent to the processing of your personal data through electronic communication means. In this case, you will have the option to withdraw your consent by sending an e-mail to the following address:  
datos.personales@qualitypost.com.mx.

## **V. Means to exercise your ARCO rights.**

You have the right to: (i) access the personal data in our possession and obtain detailed information about their processing, (ii) rectify them in case they are incomplete, imprecise or inaccurate, (iii) cancel them if you consider they are not necessary for the purposes stated in this privacy notice, or if your personal data are being used for purposes you didn't consent to, or if the contractual or service relationship between you and the Responsible Party has ended, or (iv) object to the use of your personal data for specific purposes, as stipulated by law, (specifically, "ARCO Rights").

For the exercise of your ARCO rights, you will have to submit an application (the "ARCO Application"), addressed to the Responsible Party at the Contact Address, including the following information and documents:

- a. Your name, address and e-mail address so you can properly receive our reply to your ARCO Application;

- b. A photocopy of the documents that confirm your identity (copy of Federal Voter's Card, Passport, or any other official ID), or, if applicable, the documents that confirm the identity of your legal representative, whose originals must also be submitted in order to obtain a reply to your ARCO Application from the Responsible Party;
- c. A clear and precise description of the personal data with regard to which you seek to exercise your ARCO rights;
- d. Any document or information that may help to locate and identify your personal data; and;
- e. In case you are requesting the rectification of your personal data, you will also have to describe the modifications in question and include the documents that effectively support your request.

The Privacy Officer will reply to your ARCO Application and state the reasons for his/her decision through an e-mail message within 20 working days starting on the day your ARCO Application has been received. In case the reply to your ARCO Application is affirmative or legally admissible, the requested modifications will be effected within the following 15 working days. The Responsible Party may notify you, within the time limits referred to in this section, of his/her decision to extend these limits once, for a period equal to the original one.

The Responsible Party may also deny you access (the "Denial") to the exercise of your ARCO rights, in the cases provided by law, and, consequently, will have to inform you of the reason(s) for such decision.

The Denial may be partial, in which case the Responsible Party will effect access, rectification, cancellation or objection to the applicable portion of your personal data.

The exercise of your ARCO rights will initially be free of charge, but if you submit more than one ARCO Application within a period of twelve months or less, you will be liable to be charged up to 3 days' worth of the current general minimum wage for the Federal District, plus IVA (VAT) at the date of the application, unless there have been substantial modifications to this privacy notice that give rise to additional ARCO Applications. In all cases, however, you will have to pay for all justified shipping and document reproduction to other formats, as well as document certification (if applicable) costs.

## **VI. Changes or modifications to the privacy notice.**

The Responsible Party reserves the right to effect, at any time, modifications or updates to this privacy notice, in the understanding that any changes will be posted on the Responsible Party's website, so we recommend that you visit it frequently to keep abreast of any such changes.

In case there is a security breach in any of the stages of your personal data processing which affects your patrimonial or moral rights in a significant way, the Privacy Officer will immediately inform you via e-mail about any such security breach so that you can take any measures you deem appropriate for the protection of your rights. In case no e-mail address is registered to your name, such notification will be posted on the Responsible Party's website.

**VII. Transfer of your personal data.**

We hereby inform you that your personal data may be transferred within and out of the country, to the following types of addressees, for the purposes described below in each case:

Type of Addressee	Purpose
Companies in the same group as the Responsible Party	Marketing, advertising and commercial outreach.
Societies and associations within and outside the sector.	Assistance in the placement of candidates for work positions in other companies.

I hereby grant my consent to the transfer of my personal data under the terms of this privacy notice.

Yes  No

Your personal data will never be transferred to third parties unrelated to the Responsible Party.

**VIII. Consent.**

I hereby grant my consent to the processing of my sensitive personal data and my personal, financial or patrimonial data for the purposes necessary to the establishment of a legal relationship with the Responsible Party by undersigning this Privacy Notice as a sign thereof. (A refusal to consent to the processing of your personal data will render it impossible to establish a legal relationship with the Responsible Party)

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date