



# AUXADI

*making life easier for our clients*

**PRIVACY NOTICE  
AUXADI MÉXICO**

June 2020



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### 1. INTRODUCTION

Before proceeding to contract and/or use any of our services or utilities you should read this Privacy Notice.

In the event that you are a client of AUXADI, this Privacy Notice will be included into the contract governing your relationship with AUXADI, in order to ensure the security of the data you provide us as Owner or Responsible.

In the event that you are only User of our Website, you should read this Privacy Notice whenever you browse it and prior to sending data through the forms enabled for it. AUXADI MEXICO, SOCIEDAD DE RESPONSABILIDAD LIMITADA DE CAPITAL VARIABLE (hereinafter, AUXADI), with registered address in Hamburgo 213, Floor 15 – C, Col. Juárez, Alcaldía Cuauhtémoc 06600, Mexico City. Auxadi México is the subsidiary of the parent company, Auxadi Contables & Consultores, S.A. which is the owner of the Web [www.auxadi.com](http://www.auxadi.com), being applicable this policy also to the data that can be collected through the Website.

This Privacy Notice sets out AUXADI's guidelines and principles of action for the processing of personal data that you provide to us. Likewise, AUXADI informs you about how it collects your data and its processing of them.



AUXADI may change the conditions established in this Privacy Notice, both in part and in full, all of it with the purpose of keeping this document always updated and adapted to the requirements established in national and international regulations.

When you are a Client and AUXADI makes changes to the terms of this Privacy Notice, we will notify you as a Client of the Firm, so that you may be aware of those clauses that may affect you.

The duration and validity of this Notice will have the same duration as your exposure, therefore, at the time it is modified, it will cease to be effective and will be replaced by the modified document.

## **2. AUXADI AND ITS COMMITMENT WITH PRIVACY**

AUXADI, as a firm that advocates for ethics, honesty and transparency, is firmly committed with the Protection of Personal Data, the secrecy and security of the same, and the privacy of Users/Clients.

AUXADI complies with the current legislation on Data Protection - Federal Law on the Protection of Personal Data in Possession of Individuals, approved by the Congress of the Union on April 27, 2010 applicable in Mexico and the Regulations of the Federal Law on the Protection of Personal Data in Possession of Individuals. Furthermore, in relation to clients residing in the European Union, Auxadi complies with Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016.

To comply with these regulations, AUXADI has adopted the necessary technical and organizational measures to prevent the loss, misuse, alteration, unauthorized access and theft of the personal data provided; all this, considering the state of the technology, the nature of the data and the risks to which they are exposed.

AUXADI will only obtain personal data when they are adequate, relevant and not excessive in relation to the scope and the specific, explicit and legitimate purposes for which they have been obtained. That is, AUXADI will only collect data that are strictly necessary for each of the pursued purposes.

You must comply with this Privacy Notice as the Owner and/or Responsible for the personal data you provide to us.

AUXADI's commitment with privacy is reflected in the following guidelines of conduct:

- AUXADI respects the privacy of Clients and/or Users as well as their choices at all times, so it includes the respect for privacy in each of its actions.
- AUXADI will never send commercial communications unless you have expressly consented to it. You may change your mind about your preferences at any time, and AUXADI will respect and guarantee such choice.
- AUXADI will at no time offer or sell the data you provide to us.
- Your data will be safe and protected, and always guaranteeing its confidentiality. Therefore, AUXADI only accepts high standards of quality and trust in its relationships.
- We will never use your data for purposes other than those for which they were collected.



### **3. RESPONSIBILITIES**

As Owner or Responsible for the data you provide us, you will be responsible for ensuring that the data you provide us are accurate, complete and updated. Thus, you will be the only responsible in case the data you have provided us are false, inaccurate, incomplete or not updated, or if they are personal data related to third parties for which you have not obtained their express consent or have not informed them about their processing.

In the specific case that the Client provides AUXADI with personal data of employees or third parties during the contractual relationship, the Client, as the Responsible of such data, must have previously informed them of the processing of their personal data and of the purpose of the same, and the Client should have obtained from the owners their consent. You agree to notify any change or modification of the data.

Any loss or damage caused to AUXADI, as the Responsible for Processing or Processing Manager, because of communication of information that is wrong, inaccurate, incomplete or provided from third parties without their informed consent, both in the contractual relationship and/or in the registration forms, will be the exclusive responsibility of the Client and/or User.

In those cases where AUXADI acts as the Processing Manager of personal data for which the Client is responsible, both parties agree to collaborate in order to guarantee the protection of said data and the effective exercise of the rights by its owners.

The Client agrees not to provide AUXADI at any time with any information or personal data that is not necessary or relevant for the execution of the contractual relationship.

### **4. WHAT ARE PERSONAL DATA?**

Personal data is any information concerning identified or identifiable natural persons. In other words, personal data is any information that identifies a natural person (for example, his/her name or surname) or that allows him/her to be identified (for example, his/her address).

Information concerning legal entities is not considered personal data.

If you are a Client of AUXADI, the personal data that can be collected for the correct execution of the service can be: name and surname, telephone number, email address, official identity document, professional data, professional email address. All of this depending on the type of service that is provided by AUXADI.

The personal data collected by AUXADI is strictly necessary for the purpose or provision of the service.

In case you are User of our website, the personal data that can be collected through it will be the following: name and surname, email address, professional data and telephone.

AUXADI will never collect personal data from special or sensitive categories.



## 5. COLLECTION OF PERSONAL DATA AND PURPOSES OF THE PROCESSING

Before you provide us with your data, you must know the purposes for which it is being processed, the Responsible for Processing, the Processing Manager (if applicable), the legitimate basis, the recipients of the data (if applicable) and your rights; among other aspects.

Therefore, in order to facilitate your understanding, below you will find a chart where you can find information about all the aspects related to the Protection of Personal Data according to the purpose of the processing.

OWNER OF THE DATA	PURPOSE	RESPONSIBLE FOR PROCESSING	PROCESSING MANAGER	PROCESSING LEGAL BASIS	WHAT PERSONAL DATA DO WE COLLECT?	RECIPIENTS OF THE PERSONAL DATA
CLIENT	Provision of the contracted services.	AUXADI MÉXICO, SOCIEDAD DE RESPONSABILIDAD LIMITADA DE CAPITAL VARIABLE and/or Client	AUXADI MÉXICO, SOCIEDAD DE RESPONSABILIDAD LIMITADA DE CAPITAL VARIABLE	Consent of the Owner of the data and Service Agreement.	Name, surname, email, company, phone number, professional position.	Companies of the group of Auxadi. Sometimes, trusted providers and/or Authorities for filling of tax returns.
	Provision of payroll services.	CLIENT		Service Agreement and consent of the Client's employees.	Name, surname, email, company's data, phone number, and professional position.	Companies of the group of Auxadi. Authorities such as Social Security (if applicable).
CLIENT And/or USER	Sending news, publications, offers and/or services provided by AUXADI.	AUXADI MÉXICO, SOCIEDAD DE RESPONSABILIDAD LIMITADA DE CAPITAL VARIABLE		Consent of the Owner of the data	Name, surname, email, company, phone number, and professional position.	Companies of the group of Auxadi.
USER	Possibility to participate in the selection processes carried out at AUXADI and incorporate your CV to our databases.	AUXADI MÉXICO, SOCIEDAD DE RESPONSABILIDAD LIMITADA DE CAPITAL VARIABLE and/or providers of recruitment services, such as LinkedIn, Talent Clue or Infojobs.		Consent of the Owner of the data.	Name, surname, email, phone number, and other personal and professional data included on the CV.	Companies of the group of Auxadi.

In the event that you browse our website, we inform you that it uses cookies in order to collect information on the use made of it, as well as to facilitate navigation and provide a better experience in the use of it. For more information about our Cookie Policy, please click on the following [link](#).



## 6. WHO CAN ACCESS YOUR DATA?

### **Companies of the group of AUXADI:**

Depending on the contracted services, the data can be processed by companies of the Group of AUXADI according to legal basis of legitimate interest of the Group for the provision of the service and to comply with administrative and/or legal purposes.

### **Trusted providers:**

Likewise, we also sign contracts with trusted providers, to whom we demand the compliance with the data protection regulations in force, for the provision of certain services and for them to carry out a variety of commercial transactions on our behalf. We only provide them with the information that is strictly necessary for the performance of the service, and we require them not to use your personal data for any other purpose. In the event that the Client does not authorize the provision of a service by a trusted provider, another provider will be contracted or the service will not be provided.

### **Authorities:**

Depending on the services finally contracted by the Client, we may communicate its data to certain authorities in order to comply with the service of tax filing or management of the social security registration and deregistration, among others. AUXADI will always inform the Client previously about who will have access to his/her data, depending on the services contracted.

## 7. YOUR RIGHTS AND WAYS OF EXERCISING

As Owner of your data, you can exercise your rights of access, rectification, cancellation or opposition (owners from the EU can also exercise the rights of data limitation, portability, as well as the right to be forgotten) by sending an email to the address [GDPR@auxadi.com](mailto:GDPR@auxadi.com), indicating in the subject "Exercise of rights", or by ordinary mail to Calle Nanclares de Oca 1B, 28022 Madrid, in both cases accompanying a copy of your ID card or official document proving your identity.

Hereafter, we detail, for your easy understanding, the content of each of your rights. Even so, please consult the General Data Protection Regulations 2016/679 for further information on your rights.

- **Right of access:** The owner, in terms of the provisions of Article 23 of the Law, has the right to obtain from the responsible person his personal data, as well as information related to conditions and generalities of processing.
- **Right of rectification:** In accordance with the provisions of Article 24 of the Law, the owner may request at any time to the responsible person to rectify his personal data when they are inaccurate or incomplete.
- **Right of cancellation:** In terms of Article 25 of the Law, cancellation implies the cessation of the processing by the responsible person, by blocking data and subsequently removing them. It should be noted that this is not an absolute right, since there may be legal or legitimate reasons for keeping them.



- **Right of opposition:**

In terms of article 27 of the Law, the owner may, at any time, oppose the processing of his or her personal data or demand that it be stopped when:

I. There is a legitimate cause and the specific situation requires it, which must justify that even though the treatment is licit, it must cease to prevent its persistence from causing damage to the owner, or

II. He requires to express his opposition to the processing of his personal data in order not to carry out the processing for specific purposes.

The exercise of the right of opposition will not proceed in those cases in which the processing is necessary for the fulfillment of a legal obligation imposed on the responsible person.

Furthermore, as the Owner of your data, we inform you of the following rights that concern you:

- **Right of information:** You have the right to obtain clear, transparent and easy-to-understand information about how we use your personal data and about your rights. This right of information is made effective through this Privacy and Data Protection Policy.
- **Right to withdraw consent at any time when data processing is based on consent:** You may withdraw your consent to the processing of your personal data when processing is based on your consent. This withdrawal of consent shall not affect the lawfulness of processing based on consent prior to withdrawal. If you wish to withdraw your consent, please contact us by the means indicated above.
- **Right to file a complaint before a control authority:** You have the right to complain before the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI) or the local Institutes in the states about AUXADI's Privacy and Data Protection practices. However, we kindly ask you to contact us through the indicated means before making such a claim.

## 8. INTERNATIONAL TRANSFER OF DATA

All the data provided to AUXADI are kept in servers located in the European Union and that comply with the security requirements established in the Mexican and European regulations.

In the eventual case in which it would be necessary to make an international transfer of data for the provision of a contracted service, the owner of the data is informed that both the parent company and the rest of the subsidiaries of the Group, as well as providers, are obliged to comply with both the European and the Mexican Data Protection regulations.

## 9. HOW LONG DOES AUXADI KEEP YOUR PERSONAL DATA?

AUXADI will only keep your personal data for the time necessary to fulfill the purposes for which it was collected or to comply with legal obligations.



AUXADI, at the Client's choice, will delete or return to the Client the personal data at the end of the service, all of this without prejudice to the fact that, due to legal obligations, regulations, requirements from courts, administrative authorities, etc., Auxadi must keep them.

The personal data obtained when giving your consent to the execution of the commercial relationship and/or to the sending of communications, services, news, etc., will be kept until you inform us that you wish us to eliminate your data, exercising your rights as explained above.

In the case of Candidates, the personal data obtained for their participation in future selection processes will be kept until you unilaterally decide we to remove them (exercising your rights as explained above) or when 1 year has passed since the selection process.

AUXADI will permanently and securely delete the personal data after the end of the purpose for which it was granted or the period during which it must comply with the legal obligation in question.

## **10. SECURITY AND CONFIDENTIALITY OF PERSONAL DATA**

In order to guarantee the security and confidentiality of your data, AUXADI has adopted the required security levels for the protection of personal data, having installed the technical and personal means at its disposal to avoid the loss, misuse, alteration, unauthorized access and theft of the personal data provided.

The personal data that AUXADI may collect, derived from the contractual relationship with us or through the different communications with the Client/User, will be treated with absolute confidentiality.

Hereafter, we detail the technical and organizational measures that AUXADI has implemented to guarantee the security of your data. All these measures are implemented in all the companies that make up the Group.

### **Organizational controls**

AUXADI has implemented a Privacy and Data Protection Notice (or Policy), as well as a Privacy and Data Protection Manual available to all employees of the organization. Everything is revised periodically. Likewise, employees receive periodic training regarding data protection and security.

All AUXADI's employees and suppliers sign confidentiality agreements, thus guaranteeing the duty of secrecy that they must maintain in all their actions with and/or for AUXADI.

### **Physical access controls to data**

Regarding the measures to control the physical access to personal data, AUXADI keeps the data in a place with restricted access and with the relevant security measures. In this way, access to unauthorized persons is prevented, restricting access to the centers where the data is stored.

The building where AUXADI is located has alarm devices, and uses in its access the surveillance technology called CCTV, in order to guarantee the security of the building and the documentation stored in all the facilities.





At the same time, AUXADI has measures to guarantee the safe disposal of documents or files containing personal data. For this reason, in case of paper documents, AUXADI provides its employees with destroyers authorized for this purpose.

### **System access controls**

Regarding the access control to the systems, AUXADI has a user and password authentication system for access to them. At the same time, in order to have a better control, we have a list of people/users who have access to the data processing systems for authentication purposes, thus identifying each access.

All data processing systems are password protected to prevent unauthorized persons from accessing personal data.

All employees receive training on how to protect their computer equipment, ensuring that the information contained in the systems is protected at all times. Computer equipment is programmed so that, after detecting inactivity in a short period of time, it is blocked to prevent unauthorized access to the system. Likewise, the account is blocked after multiple failed sequential login attempts.

### **Security systems**

As for the security systems used to guarantee data safety, AUXADI has established a control to ensure that only authorized equipment is used when providing the service. In cases where it is necessary to work remotely, remote accesses are carried out through VPN, and connection audits exist.

Likewise, AUXADI has technical security measures such as anti-malware, automatic backups, antivirus and perimeter security.

### **Business Continuity**

Backups are created in AUXADI. These copies are stored in protected environments. Also, AUXADI has the ability to restore data from those backups.

## **11. CONTACT**

If you have any questions regarding Personal Data Protection, please write to us at the e-mail address [GDPR@auxadi.com](mailto:GDPR@auxadi.com) or by ordinary mail to our Legal Department located in our headquarters: Calle Nanclares de Oca 1B 28022 Madrid, writing in the subject RGPD.

Do not forget that in case you want to exercise your rights you must write in the subject "Exercise of rights" and attach to your communication a copy of your official identity document.

This Privacy Notice is available in both Spanish and English. In the event of any discrepancy between them, the Spanish version will prevail.

Madrid, on June 30<sup>th</sup>, 2020.