

Privacy Notice for Employees

I. Identity and Address of the Responsible Entity

Sistema de Transferencias y Pagos STP, S.A. de C.V., Institución de Fondos de Pago Electrónico, known commercially as STP ("STP"), with its address at 1425 Insurgentes Sur Avenue Floor 10 and 12, Insurgentes Mixcoac, Benito Juarez, Mexico City, Mexico, 03920, is responsible for collecting and treating your personal data under the terms of this privacy notice.

II. Personal data that shall be collected and treated.

For the purposes specified in this privacy notice, STP collects the following data directly from its candidates, in some cases through phone calls to the STP corporate, or indirectly through other sources as permitted by the law: names, surnames, date of birth, civil status, gender, nationality, code of the federal taxpayers' registry (RFC), unique code of the population registry, social security number (IMSS), email, home address, home, office and mobile telephone numbers, schedule of availability, level of studies attained, information regarding prior work responsibilities, information regarding family members working at STP, and banking information.

Said data is treated under strict security measures that guarantee its non-disclosure.

III. Sensitive personal data that shall be collected and treated.

As part of its personnel selection process, STP may collect and treat sensitive personal data, such as results of various aptitude and psychometric tests, and results of tests that determine a candidate's physical, technical and psychological capabilities and aptitudes, as well as the candidate's state of health.

Such data is treated under strict security measures that guarantee its non-disclosure and shall not be transferred to third parties.

IV. Purpose of the treatment of personal data.

Your personal data is necessary for the existence, maintenance, and compliance of your labor relationship with STP, as well as for the compliance with the labor, fiscal, social security, and legal obligations that arise from our labor relationship.

V. Means and procedure to revoke the consent and to exercise ARCO Rights.

You have the right to access your personal data in possession of STP and to the details of the treatment and use of such data, as well as to rectify the data if it is inaccurate or incomplete, to cancel it whenever you consider that such data is not being treated or used in accordance to the principles, duties, and obligations set forth in the law, or to oppose the use of such data for specific purposes (the "ARCO Rights").

Likewise, you may revoke your consent to STP for the treatment and use of your personal data, if such data is not necessary for the existence, maintenance, and compliance of your legal relationship with STP.

A. Requirements of the ARCO Application.

Under the terms of the provisions set forth by the Federal Law for the Protection of Personal Data in Possession of Private Entities, every Application of ARCO Rights ("ARCO Application") must fulfill the following requirements:

1. Shall include the name and the address of the data owner, or any other means to communicate the response to the applicant.
2. Shall include documentation that certifies the identity of the applicant or, as may be applicable, of the legal representative of the data owner.
3. Shall set forth a clear and accurate description of the personal data for which the data owner wishes to exercise one or more of the ARCO Rights. In the case of rectifying personal data, the data owner shall indicate the modifications that should be performed and shall include the necessary documentation to support the data owner's request; and
4. Shall include and/or shall attach any other element or document that may help to identify and locate the personal data in question.

To submit the ARCO Applications, the data owners and their representatives may use the ARCO Application formats proposed by STP, found in the STP website, to facilitate the exercise of the ARCO Rights.

B. Means to submit the ARCO Applications or to revoke the consent.

To facilitate the submission of the ARCO Applications, the data owners may submit such applications via the following means:

1. Directly at the STP office identified at the beginning of this privacy notice.

The data owner shall certify his/her identity with a copy of his/her identification document, having to exhibit the original in order to compare it. The following are identification documents accepted by STP: voting credential (IFE), passport, military service certificate, and professional license card.

If a legal representative of the data owner is the one submitting the application, the representative must certify: (i) the identity of the data owner; (ii) his/her own identity as a representative, and (iii) the existence of the representation, through a public instrument or a power-of-attorney letter signed before two witnesses, or with the declaration of the data owner appearing personally.

An acknowledgment of receipt of the ARCO Application, with its corresponding date, shall be delivered to the data owner or to his/her representative.

2. Via electronic mail to the e-mail address contacto@stpmex.com, as long as the indisputable identification of the data owner is made possible through authentication mechanisms allowed by the legal provisions on this subject matter and accepted by STP. The use of an advanced electronic signature or of the electronic instrument that substitutes it shall exempt the data owner from submitting a copy of the identification document. An acknowledgment of receipt shall be sent via electronic mail, indicating the corresponding date of reception of the ARCO Application.

C. Response time for ARCO Applications.

The reception of an ARCO Application does not imply that STP deems it admissible. If the information provided in the ARCO Application is insufficient or erroneous, making it inadequate for processing, or if the necessary documentation is not attached to enable processing it, STP shall, only once, require the data owner or his/her representative, within the next 5 working days from the date STP received the ARCO Application, to submit the necessary elements or documents to process said application. The data owner or his/her representative, shall have 10 working days, from the following day the requirement is received, to provide a response to STP.

STP shall respond to the ARCO Application with its findings within 20 working days from the date the application is received by STP, or in the case of having requested further information or documentation, in a period of 20 working days from the following day the data owner submits his/her response to the STP requirement.

If the ARCO Application is found to be applicable, STP shall make its findings effective within a period of 15 working days from the date the response has been communicated to the data owner or to his/her representative. If the ARCO Application is related to the access rights to personal data, the delivery of such data shall occur once the data owner or his/her representative has certified the data owner's identity.

STP may extend the deadlines for providing response to an ARCO Application and/or to make its findings effective, only once, for equal periods to those established in each case, if its Personal Data Department considers that the circumstances of the case justify it. In such cases, STP shall notify the data owner or his/her representative the circumstances that justify the extension of the deadlines, within each one of the original terms established to provide responses or to make its findings effective.

The response to an ARCO Application shall be delivered to the data owner or to his/her representative through the same means that was used to submit the application; that is, via e-mail, directly in the STP office where the ARCO Application was submitted, or via the Mexican Postal Service or via e-mail if the application was submitted via telephone. The requested information or personal data shall be made available to the data owner or to his/her representative via hard copies or as an electronic file, as may be applicable in accordance to the type and to the number of documents in each case.

To revoke his/her consent, it will suffice for the data owner to submit his/her request via telephone in any of the STP Customer Service Centers, certifying his/her identity under the terms already established for this purpose. STP shall provide a positive response and shall make the application effective, if the personal information is not necessary for the existence, maintenance, and compliance of its legal relationship with the data owner.

VI. Changes or modifications to the privacy notice.

STP reserves the right to perform modifications or updates to this privacy notice at any time. These modifications shall be available through its website www.stp.mx.

VII. Consent

I grant my consent for the treatment and use of my sensitive personal data for the purposes established in this privacy notice.

(signature) Full name
Date