

PRIVACY NOTICE

Organización Empresarial de Asesoría Mariel, S.A DE C.V; Haciendo Crecer Tu Empresa Bajío, S.A DE C.V; Aspar Consulting Group, S.A DE C.V; Prowork Energy, S.A DE C.V; Administración Hum Uno, S.A DE C.V; Grupo Prowork El Salvador, S.A. de C.V. Prowork Group USA, LLC; Grupo Prowork Guatemala, S.A. Grupo Prowork Nicaragua, S.A. hereby informs you that, as of this moment, we are responsible for the use and protection of your personal data. In compliance with the legal obligations set forth by the Federal Law on Protection of Personal Data in Possession of Private Parties, data subjects are hereby informed on the type of data to be collected from them and the purposes that will be given to such information.

In order to comply with the purposes described in this privacy notice, we will use the following personal data:

- a). contact data
- b). identification data
- c). employment data
- d). academic data
- e). financial data

All personal data we collect from you will be used to consolidate our business relationship with you, as well as to meet the services and/or orders you may request.

Likewise, you are hereby informed that you may express your refusal for the processing of your Personal Data within five working days after having read this Privacy Notice.

Moreover, we may share your Personal Data with third-party service providers.

By virtue of the foregoing, said third-parties may not use any data provided by **Organización Empresarial de Asesoría Mariel, S.A DE C.V; Haciendo Crecer Tu Empresa Bajío, S.A DE C.V; Aspar Consulting Group, S.A DE C.V; Prowork Energy, S.A DE C.V; Administración Hum Uno, S.A DE C.V; Grupo Prowork El Salvador, S.A. de C.V. Prowork Group USA, LLC; Grupo Prowork Guatemala, S.A. Grupo Prowork Nicaragua, S.A.** in any way other than as set forth by this Privacy Notice. These national and international transfers of Personal Data will be carried out with the appropriate security measures, in accordance with the principles described in the Federal Law for the Protection of Personal Data in Possession of Private Parties and its Regulations, the Privacy Notice Guidelines, as well as all international laws and treaties derived from the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the United Nations Convention against Corruption and the European Council Convention 108.

Organización Empresarial de Asesoría Mariel, S.A DE C.V; Haciendo Crecer Tu Empresa Bajío, S.A DE C.V; Aspar Consulting Group, S.A DE C.V; Prowork Energy, S.A DE C.V; Administración Hum Uno, S.A DE C.V; Grupo Prowork El Salvador, S.A. de C.V. Prowork Group USA, LLC; Grupo Prowork Guatemala, S.A. Grupo Prowork Nicaragua, S.A. will refrain from selling, leasing or renting Personal Data to any third party other than those referred to in the preceding paragraph. Personal Data may only be shared in the following cases:

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- To comply with obligations, benefits and requirements, provided or elaborated by local and federal authorities.

In compliance with the applicable law, **Organización Empresarial de Asesoría Mariel, S.A DE C.V; Haciendo Crecer Tu Empresa Bajío, S.A DE C.V; Aspar Consulting Group, S.A DE C.V; Prowork Energy, S.A DE C.V; Administración Hum Uno, S.A DE C.V; Grupo Prowork El Salvador, S.A. de C.V. Prowork Group USA, LLC; Grupo Prowork Guatemala, S.A. Grupo Prowork Nicaragua, S.A.** will store your Personal Data for a period of at least 2 years in physical and electronic media after the termination of the current employment relationship in order to avoid improper processing thereof, as per **Article 11, second paragraph, of the Federal Law for the Protection of Personal Data in Possession of Private Parties.**

Your Personal Data will be processed based on the principles of Legality, Consent, Information, Quality, Purpose, Loyalty, Proportionality and Responsibility in accordance with the applicable law. The confidentiality of your Personal Data is hereby guaranteed, it is protected by administrative, technical and physical security measures to avoid damage, loss, alteration, destruction, use, access or undue disclosure thereof.

In the event of a security breach at any stage of the processing of your Personal Data, **Organización Empresarial de Asesoría Mariel, S.A DE C.V; Haciendo Crecer Tu Empresa Bajío, S.A DE C.V; Aspar Consulting Group, S.A DE C.V; Prowork Energy, S.A DE C.V; Administración Hum Uno, S.A DE C.V; Grupo Prowork El Salvador, S.A. de C.V. Prowork Group USA, LLC; Grupo Prowork Guatemala, S.A. Grupo Prowork Nicaragua, S.A.** will inform you thereof through the Controller to the email provided by you, or at the facilities of **Organización Empresarial de Asesoría Mariel, S.A DE C.V; Haciendo Crecer Tu Empresa Bajío, S.A DE C.V; Aspar Consulting Group, S.A DE C.V; Prowork Energy, S.A DE C.V; Administración Hum Uno, S.A DE C.V; Grupo Prowork El Salvador, S.A. de C.V. Prowork Group USA, LLC; Grupo Prowork Guatemala, S.A. Grupo Prowork Nicaragua, S.A.** in order to take the corresponding measures to protect your rights.

You have the right to know what information we keep about you, what we use it for and the conditions thereof (Access). Likewise, it is your right to request the correction of your personal data in case it is outdated, inaccurate or incomplete (Rectification); you have the right to request we remove it from our records or database if you consider that it is not being used in accordance with the principles and obligations set forth by the applicable law (Cancellation); as well as to oppose the use of your personal data for specific purposes (Opposition). These rights are known as ARCO rights.

Furthermore, you should be aware that for certain purposes, the revocation of your consent will imply that we can no longer provide the service you requested, or the conclusion of your relationship with us.

This privacy notice may undergo changes, modifications or updates regarding new legal requirements; our own needs; the services we offer; our practices or for any other reason.