

Notice of Privacy

Digitalhype (hereinafter "**The Responsible**") will be processing the personal data obtained by our Human Resources team that includes obtaining, using, disclosing, storing, accessing, handling, taking advantage of, transferring or disposing of your personal data and we make our own commitment to protect your personal data to avoid damage, loss, destruction, theft, misplacement, alteration or unauthorized treatment thereof and we make this Privacy Notice available to you, so that you are aware of its policies and practices in obtaining and processing your personal data.

I. Digitalhype its companies or subsidiaries that will respond for processing of personal data are:

In the US

Triolabs, LLC , with address at 1211 San Dario Ave #2624, LAREDO, TX, 78040, United States of America.

In Mexico

Triolabs, S.A.P.I. de C.V. with address at Av. Aguascalientes 517, Bosques del Prado Sur 20130, Aguascalientes, Aguascalientes, Mexico.

II. Personal Data that may be collected.

You acknowledge that the Personal Data is provided freely and voluntarily and could be any or all of the following:

- **Identification data:** Name; image; home address; place and date of birth; civil status; occupation; nationality; Tax Identification Number or RFC; Social Security Number or CURP; landline and/or mobile phone number; email; employment history; schooling, personal and family references; driver's license; official identification (Voter card, Visa or Passport); Resume, names of dependents and beneficiaries.
- **Contact information in case of emergency:** Contact names, landline and/or mobile phone number of the people defined as contact.
- **Academic data:** Educational trajectory; titles and professional certificates; certificates of technical abilities and recognitions.
- **Patrimonial data:** Information and ownership of bank accounts, tax regime; Infonavit credit number; Fonacot credit number
- **Sensitive data:** Fingerprints
- **Sensitive data:** Data related to the reading of your body temperature when you access our facilities, as well as those related to symptoms related to the COVID-19 virus, which

include the voluntary statement about whether you currently suffer from symptoms directly linked to said viruses, such as fever over 37.5 °C, cough, runny nose, headache, sore throat, diarrhea, or general malaise.

- **Sensitive data:** Consisting of the results of toxicological tests, as well as the medical tests carried out on the collaborators of **The Responsible**, their specific treatment and purpose are stated in point III of this Notice.

The Responsible may collect your personal data in the following ways:

- When you provide them personally;
- By filling out the COVID-19 control and prevention form present at the offices of **The Responsible**;
- By fax, chat, email or phone.

In the collection and treatment of personal data that you provide us, we comply with all the principles established by the Law: Legality, quality, consent, information, purpose, loyalty, proportionality and responsibility. The veracity of the data you provide is under your responsibility, so **The Responsible** at no time can it be held **accountable** for their authenticity.

III. Purposes of the Processing of Personal Data.

The Responsible will collect your Personal Data without disclosure or commercial purposes, and will only be used for the following purposes:

- The preparation of your work file for the appropriate administration of your work stay (*Name; Private Address; place and date of birth; marital status; occupation; nationality; RFC; CURP; landline and/or mobile phone number; email; background labor; schooling, personal references; social security number; official identification (INE voter card or Passport); Curriculum Vitae; Educational trajectory; titles and professional licenses; certificates of technical skills and recognitions*);
- The administration of physical access to the facilities of **The Responsible** (*Name, fingerprint, image, data related to the reading of their body temperature at the time of accessing our facilities, as well as those related to symptoms related to the COVID-19 virus, which include the voluntary statement about whether they currently suffer from symptoms directly linked to said virus, such as fever greater than 37.5 °C, cough, runny nose, headache, sore throat, diarrhea or general discomfort*);
- The administration of electronic access to the systems and databases of **The Responsible** that are necessary for the development of its functions (*name, personal email, landline and/or mobile phone number*);
- Manage, verify and carry out analyzes or reviews in order to guarantee safety within the workplace, the correct use of work tools, such as computer systems, networks, email,

Internet, cell phones, as well as the confidentiality of the information owned by **the Responsible** or its Clients. For this purpose, **the Responsible** may have access to and monitor the devices and tools that have been granted as work tools, as well as the security and CCTV systems (*Name, fingerprint, image, private address, landline telephone number and/or or mobile, personal email*);

- The administration of payroll services, including the respective payment and the respective communication with government agencies that require payroll information (*Name; Private Address; place and date of birth; marital status; occupation; nationality; RFC; CURP; number of landline and/or mobile phone; email; social security number; Infonavit credit #; Fonacot credit #; information and ownership of bank accounts; tax regime*);
- If applicable, the registration, contracting and/or cancellation of life insurance, medical expenses insurance and those that **the Responsible** deems necessary (*Name; Private Address; place and date of birth; marital status; occupation; nationality; RFC; CURP; landline and/or mobile phone number; email; schooling, social security number; official identification (INE voter ID or Passport); names of dependents and beneficiaries*);
- To contact your relatives or contact third parties in case of an emergency (*Names of the persons defined as contacts, landline and/or mobile phone number of the persons defined as contact*);
- Delivery of emblems, prizes and recognitions (*Name, occupation, image*);
- Delivery of courses and training necessary for the development of their functions (*Name, occupation, image*);
- Share your work experience with our current or future clients (*Name, Curriculum Vitae, Educational Trajectory; titles and professional licenses; certificates of technical skills and recognitions*);
- To carry out all the activities necessary for the administration and management of your job and other employment benefits (*Name; Private Address; place and date of birth; marital status; occupation; nationality; RFC; CURP; landline telephone number and/or mobile; email; work history; schooling, personal references; social security number; official identification (INE voter card or Passport); Curriculum Vitae; Educational background; professional titles and certificates; certificates of technical skills and recognitions*);
- To comply with the obligations contracted with our collaborators, as well as for the evaluation of the quality of our services (*Name; Private Address; place and date of birth; marital status; occupation; nationality; RFC; CURP; landline telephone number and/or mobile phone; email; work history; schooling, personal references; social security number; official identification (INE voter card or Passport)*);
- In the specific case of the treatment of data related to physical and toxicological examinations performed, its purpose is to comply with the provisions of articles 3 and 137 of the General Health Law in relation to the prevention of communicable diseases;

- In the specific case of the treatment of the sensitive data mentioned in section II of this privacy notice, the treatment of the same will be carried out in accordance with the INAI/085/20 communication, with the purpose of carrying out the necessary preventive actions to the prevention and mitigation of COVID-19 as well as guaranteeing the health of our clients, collaborators, suppliers and third parties.

Your personal data will be kept under the strictest confidentiality and may not be used for purposes other than those mentioned above unless there is a change to this Privacy Notice and your express agreement with said change is obtained. Once the purpose of the processing of your personal data is fulfilled, they will be blocked for the sole purpose of determining possible responsibilities in relation to their processing, up to the legal or contractual prescription period of these. During said period, personal data may not be processed and after this, it will be canceled in the corresponding database.

IV. Transfer of Personal Data.

The Responsible, to fulfill the necessary purposes described above or others required by law or by the competent authorities, may transfer the necessary personal data to labor authorities and/or other competent authorities to comply with legal provisions, to subsidiary companies and affiliates of **The Responsible** and third parties, which operate under privacy policies that comply with the corresponding applicable provisions for any of the purposes indicated in this privacy notice, to banking institutions to make the corresponding payments, to insurers for insurance and reimbursement procedures and to competent authorities in the legally provided cases. We inform you that for the cases described above, your consent is not required.

V. Security Measures/Limits to access.

The Responsible has adopted the necessary and sufficient technical, administrative, physical and electronic security measures to protect your personal data against damage, loss, alteration, destruction or unauthorized use, access or treatment. The computer security tools used are supported by an internal information security policy that includes continuous training of authorized personnel to identify, prevent, and eliminate computer threats. Only authorized personnel who have complied with and observed the corresponding confidentiality requirements may participate in the processing of your personal data.

In the event of a security breach, **the Responsible** will inform the owner of the nature of the incident; the compromised personal data; the recommendations to the holder about the measures that he can adopt to protect his interests; the corrective actions carried out immediately and other pertinent information for the resolution and prevention of a future violation.

For this reason, you are informed that **the Responsible** makes available to you a mechanism to request the limitation of the use or disclosure of your personal data, subject of this Privacy Notice, by submitting a letter addressed to the Personal Data Processing Area (at the address indicated in point VI below).

VI. Area in charge of the management and administration of Personal Data.

The Personal Data Processing Area designated by **The Responsible** is the Human Resources department with address at address at Av. Aguascalientes 517, Bosques del Prado Sur 20130, Aguascalientes, Aguascalientes, Mexico with business hours from 9 a.m. to 4 p.m. Monday through Friday, the same address where we make this privacy notice available to you, as well as the formats for access to your **Access rights, Rectification, Cancellation and Opposition ("ARCO" rights)**. Likewise, the email account privacidad@digitalhype.mx is also at your disposal for all questions or comments you may have regarding the privacy notice and the handling of your personal data.

VII. Rights that correspond to the owner of Personal Data.

As the owner of personal data, you can exercise before the Personal Data Protection Area, **the rights of Access, Rectification, Cancellation and Opposition ("ARCO" rights)**. Likewise, you can revoke, at any time, the consent that you have granted and that is necessary for the processing of your Personal Data, as well as limit the use or disclosure thereof, under the understanding that such revocation may limit or prevent the continuation of the contracted services, given their nature. Although you can obtain the printed formats for your access to your ARCO rights at the address indicated in point VI, these formats are merely a non-mandatory guide, since you can exercise them by means of a free written request that you must contain and accompany the information and documents indicated by the Law, which by way of example but not limitation includes the following:

- The name and address of the owner or other means to communicate the response to your request.
- The documents that prove your personality or, where appropriate, the legal representation of the owner.
- The clear and precise description of the personal data with respect to which one seeks to exercise any of the ARCO rights.
- Any other element or document that facilitates the location of personal data, as well as any other similar document required by the legislation in force at the time of submitting the application.

The Responsible will not be obliged to cancel your Personal Data in the case of any of the exceptions established in the Law.

VIII. Revocation

The owner of the Personal Data may revoke his consent for the processing of Personal Data at any time, and must, solely for such purposes, send a free written request to the Area in Charge of Personal Data, at the address established in section VI of this Privacy Notice, attaching documentation that proves the ownership of the personal data whose consent for the treatment you wish to revoke; as well as the address to which you want us to send the response to your request.

We will have a maximum period of 20 business days to inform you about the origin of the same and, if appropriate, it will become effective within the following fifteen business days, counted from the date on which the positive response is communicated, same which will be notified to the address provided for this purpose.

IX. Modifications to the privacy notice

The Responsible reserves the right to make changes or updates to this privacy notice at any time, to attend to new legislation, internal policies or new requirements for the provision and offering of our services. These modifications will be available to the public at our address located at address at Av. Aguascalientes 517, Bosques del Prado Sur 20130, Aguascalientes, Aguascalientes, Mexico, through our website digitalhype.mx or digitalhype.us; Likewise, it will be made known to you through our simplified privacy notice through our emails.

If you, in your capacity as Owner of the Personal Data, have provided your email, **the Responsible** may send any modification to this Privacy Notice to that email, however, we will not be responsible if you do not receive the notification of change in the Privacy Notice in the event of any problem with your email account or data transmission over the Internet.

Acceptance and Acknowledgement

Date: _____

Name: _____

Signature: _____