**NOTICE OF DATA PROTECTION AND PRIVACY**

**FOR EMPLOYED**

**COMPANY NAME, domiciled in** **(pointing to the address)** in accordance with the provisions of the Federal Law on the Protection of Personal Data held by individuals makes this Privacy **Notice known to its employees**

**1.- On the processing of your personal employee data:**

We collect your personal data and sensitive personal data for the purposes mentioned in this Privacy Notice. In this sense, we make it known that your personal data will be processed and safeguarded based on the principles of lawfulness, quality, consent, information, purpose, loyalty, proportionality, and responsibility, enshrined in the Federal Law on the Protection of Personal Data in Possession of Individuals.

**2.- Purpose in the processing of your personal data:**

We collect your personal data and sensitive personal data so we ask for your consent through this Privacy Notice in order to use it for the following purposes:

1. To consider your job application.
2. Labor management (payroll, social security, occupational risk prevention, human resources in general).
3. Tax management (application of withholdings, bonuses, etc.).
4. Administrative management (permits, holidays, disabilities, etc.).
5. Management of training programs.
6. Management with service providers (internet services, logistics, managers and tax and accounting advice, etc.).
7. To identify you as an employee of COMPANY NAME.

**3.- Means to limit the use or disclosure of your personal data:**

We make it known that your personal data and sensitive personal data will be protected under strict administrative, technical and physical security measures which have been implemented in order to protect your personal data against damage, loss, alteration, destruction or unauthorized use, access or processing.

The data of third parties that you have provided (spouse, children, parents, etc.) will not be transferred or communicated to third parties except by legal obligation, the company being solely responsible for its treatment and custody.

**4.- Means for the exercise of your rights as the owner of personal data:**

As the owner of the personal data subject to this Privacy Notice you may exercise your rights of access, rectification, cancellation, or opposition (ARCO Rights), which are enshrined in the Federal Law on the Protection of Personal Data in Possession of Individuals. Thus, you can revoke the consent granted for the use of your personal data by means of a written document, provided that it is not prevented by a legal or contractual provision.

**5.- Transfer of personal data:**

Your personal data and/or sensitive personal data may be transferred to third parties, who for the fulfillment of the obligations and work benefits that COMPANY NAME. This is without prejudice to the exceptions of the Federal Law on the Protection of Personal Data in Possession of Individuals. Therefore, your express consent to make such transfers is requested (SELECT ONLY AN OPTION).

\_\_ If I consent to the transfer of my data.

\_\_ I do not consent to the transfer of my data.

**6.- Changes to this privacy notice:**

This Privacy Notice may be amended in the future. In any case, any modification to it will be made of your knowledge by trade and/or by publishing it in the company's facilities.

**I received compliance and consent**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**