**Objective**

Inform employees who have provided their personal data to the company about the policy of processing personal information and allow the holders of such data to exercise their Habeas Data right, establishing the necessary procedure that they must follow if they wish to know, update, and rectify the data found in the Company's databases.

**Introduction**

It is a fundamental right of the individual, through which the individual can exercise a set of controls on his personal data when they are in the possession of other instances (public and private). This right allows the data subject to know and control what of his personal data have been collected, for what purpose or reason, what will be the specific use that will be given to them, what will be the validity of their use, and who is responsible for their processing (collection, integration, safeguarding).

**Definition:**

**Personal data. -** This is all information that relates to our person and that identifies us or makes us identifiable. They give us identity, describe us, and require: Age, address, telephone number, personal email, academic, labor, or professional trajectory, heritage, social security number, CURP, among others.

**Sensitive personal data. - Data such as racial or ethnic origin, present and future state of** health, genetic information, religious, philosophical and moral beliefs, trade union membership, political opinions, sexual preference; affecting the most intimate sphere of the person are considered sensitive.

**Habeas Data. -** is the right of all people to know, update, and rectify the information that has been collected about them in data banks and in files of public and private entities.

**Holder:** The natural person to whom the personal data correspond.

**Data Controller or Processor:** Natural or legal person, public or private, who by itself or in association with others, decides on the basis of data and/or the processing of the data. In this case, the Company.

Processing: Any operation or set of operations on personal data, such as collection, storage, use, circulation, or deletion.

**Responsibility**

Responsible for Human Resources. - You will be responsible for the processing of the Personal Data of the workers of the protection of the information in any medium either in databases and / or files.

It also applies to all involved who have access to sensitive information or information that the company defines as confidential.

**Procedure**

The Human Resources department collects Personal Data through the documents required for the hiring of employees.

1. The Personal Data collected by the Company are stored in the personal records of each employee and / or electronic files or databases.
2. The holders of the personal data may at any time request from the Human Resources Manager or administrative area the updating, rectification or deletion of their data and / or revoke the authorization of the processing by the Company, by submitting a letter indicating the facts that give rise to the request accompanied by the documents proving it.
3. The holder of the Personal Data shall have the following rights:

* Know, update. and rectify your personal data in front of the controllers and/or processors.
* Be informed by the controller and/or processor, by means of the data protection and privacy notice, regarding the use that will be given to your personal data.
* Revoke the authorization and/or request the deletion of the data.
* Access your personal data that has been processed free of charge.

c) Duties of the controller and/or processor:

* Guarantee the holder, at all times, the full and effective exercise of the right of Habeas data.
* Request and keep a copy of the respective authorization granted by the holder.
* To inform the owner duly about the purpose of the collection and the rights that assist him by virtue of the authorization granted.
* Keep the information under the necessary security conditions to prevent its adulteration, loss, consultation, unauthorized, or fraudulent use or access.
* Ensure that the information provided is truthful, complete, accurate, up-to-date, verifiable, and understandable.
* Ensure that access to the data corresponds to authorized users and under the commitments to process the data only for the purposes authorized by the data subject and maintain the confidentiality and appropriate level of security of the personal data.

1. Database effectiveness:

The processing of Personal Data by the Company will be carried out as long as the industrial relations with the Owner remain in force, including the term required to carry out all the activities aimed at fulfilling the purposes of the processing.

However, the above personal data must be kept when required for the fulfillment of a legal or contractual obligation.

**Frequency**

Each time new employee recruitment and/or information update is given.

**RELATED DOCUMENTS**

* Notice of personal data protection and privacy.

**Verification**

This document should be reviewed annually at least, or to the extent that new legal provisions on the matter are changed or issued, in which case the Holders will be notified through the communication channels available.

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| Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HR Department Manager | Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  General Manager |