

PRIVACY NOTICE

In compliance as established in the legal provisions of the **Federal Law on Protection of Personal Data Held by Private Parties and its Regulations** as well as the **Guidelines of the Privacy Notice**, is prepared and disclosed the present **PRIVACY NOTICE**, whose purpose is to inform the type of personal data that "**MOORE STEPHENS OROZCO MEDINA, SC**" collects from you, and which has his address at Avenida Gabriel Mancera 1041, Colonia Del Valle, Zip Code 03100, in Mexico, Distrito Federal as well as the purpose, use, management, utilization and protection given to such information.

What personal information do we collect from you?

a) **As a client** of any of our services we may request information that depending on provision of service to perform can vary between the following information:

- Names and surnames,
- In case of a Corporation are collected the following data: Corporate Name or Organization, purpose of the Company, duration, date of Incorporation, Name (s) and Surnames of the Legal representative (s), Number and date of the Instrument where, the powers of representation are granted, the number of the Articles of Incorporation,

- RFC y/o CURP, (Tax ID and/or Unique Population Registry Code)
- Age,
- Profession,
- Sex,
- Occupation,
- Nationality,
- Place and date of birth,
- Present address comprising by street, number, district, or municipality delegation, City, State, Country and Postal Code,
- Email account,
- Telephone numbers such as: private, office and mobile,
- Passport number and validity thereof,
- Visas granted and the number(s) thereof,
- Marital Status in the event of being married (a) may be requested the date of marriage,
- Bank account number and name of the Institution.

b) In addition to the above information, as a candidate in the selection process and recruitment of staff and at the time of recruitment; the following information shall also be required:

- Name, address and telephone number of the persons designated by you as a personal reference,
- Type of credit, INFONAVIT or INFONACOT, or other that you may have,
- Account Number, Administrator of Retirement Fund (AFORE),
- If you live alone with his/her parents, or another family member,
- Number of affiliation to the Mexican Social Security Institute (IMSS),
- Name and type of the last jobs that you have had, address, telephone number, name and position of supervisor, initial and final salary, job description and causes of separation,
- Name of the study centers of academic formation, start and end date, and overall average grade obtained,
- Professional license number, in case of having it,
- Level of proficiency in writing, reading and speaking of languages other than Spanish,
- Knowledge of computer equipment, programs and packages,
- Name of professional, cultural and social associations to which he/she belongs,
- Full name, occupation, telephones of company and professional and personal references,
- Name of father, mother, siblings, spouse and children, your age, occupation and workplace,
- Name, relationship, date of birth of the persons designated as beneficiaries in the insurance or services provided,
- Sports and hobbies practiced,
- Professional and / or work experiences that are relevant to the job for which you are applying,
- Main achievements such as personal, professional, academic and sports that you consider,
- If there is a family member working in "MOORE STEPHENS OROZCO MEDINA, SC" in case of an affirmative answer, the full name is required, as well as the position or office thereof,
- Scholarships, nominations, awards, honors, special mentions and awards received during the school and academic education.

c) **As a visitor** to our facilities under any modality, the following information is required:

- Full name of the visitor,
- Origin,
- Check in time at the facilities and time of departure.

"MOORE STEPHENS OROZCO MEDINA, SC", will collect sensible personal data if in the process of, candidate selection and recruitment of personnel and / or to be hired, as well as at any time during the time in which he/she provides services to **"MOORE STEPHENS OROZCO MEDINA, SC"**; by express consent, same to be treated with special protection and consisting of:

- Union membership.

How is performed the obtaining of sensible personal data?

Should **"MOORE STEPHENS OROZCO MEDINA, SC"**; require sensitive information, the consent of the personal data will be requested to be gathered and used.

We are committed to ensuring that the same will be treated under the strictest security measures, guaranteeing confidentiality.

Where do we get the data?

We can gather your personal data in different ways: when you voluntarily provide us them, to offer you information and / or services, and during the process of recruitment and selection of staff when you are a candidate to work with us; when you visit our website or use our online services, and other sources of information allowed by law.

For what purposes do we use your personal data?

"MOORE STEPHENS OROZCO MEDINA, S.C.", collects and uses your personal data for the following purposes:

In the case of our clients to:

- Provide services required by you,
- Responding to requests showing interest about our services,
- To provide accounting advice, tax, legal, and other nature related to the provision of our services that you request,
- Report of our existing services, changes and updates,
- Evaluate the quality of services,
- Conduct internal research on our services,
- Check the information you provide,
- To comply with obligations to you,
- Invoicing and collection for our services,
- To register in our database systems to better serve you
- Collect service orders and / or product you request,

- Make the delivery of products that you requested to us,
- Perform the invoicing for the sale of our services and / or products,
- Receive payment for services or products requested,
- To register you in our database systems to better serve you,
- Collect orders of service and / or product you request,
- Perform the invoicing for the sale of our services,
- Receive payment for the services requested.

In the case of candidates during the selection process and recruitment of staff or the time of hire, for:

- Include our selection processes and staff recruitment
- Integrate the process in case of being hired,
- Include you in our database of electronic records for future vacancies,
- To know your profile, skills and abilities as a candidate,
- To be included in our selection processes and staff recruitment
- To set in the appropriate position to the profile as a candidate,
- Comply with legal obligations of labor and employers, such as register before the IMSS, INFONAVIT, FONACOT,
- Establish health and safety measures appropriate to the workplace,
- Establishing measures and first aid medical care you might receive for the provision of services,
- Know the beneficiaries of life insurance or other benefits of "MOORE STEPHENS OROZCO MEDINA, SC" given to its employees.

As a visitor to our facilities in any form, your personal data is collected for:

- Keep track of entrances and exits to our facilities for visitor safety and those that are in them.

Transfer of Data

“MOORE STEPHENS OROZCO MEDINA, S.C.”, does not transfer personal data to third parties without your consent, so that any transfer which is made without

your consent will be solely in the circumstances and situations established by Article 37 of the Federal Law on Protection of Personal Data in Possession of individuals.

Who is responsible for the handling of your personal data?

“**MOORE STEPHENS OROZCO MEDINA, S.C.**”, is responsible for the treatment of your personal data, for which he has appointed a responsible of personal data that will contribute to comply and enforce within Moore Stephens Orozco Medina, SC, protection and proper treatment of your personal data in compliance with the provisions of the Federal Law on Protection of Personal Data in Possession by Private Parties and its Regulations, as well as the Guidelines Privacy Policy, so we offer the following contact details:

Responsible: Lic. Lorena Valdés Valdés.

- Office address: Avenida Gabriel Mancera 1041, Colonia Del Valle, Código Postal 03100, México, Distrito Federal.
- E-mail: privacidad@oma.com.mx
- Telephone: +52 (55) 3687 2700
- Website: www.oma.com.mx
- Service Hours: Monday to Friday from 9:00 to 19:00 hours.

How can you restrict the use or disclosure of personal information?

You can restrict the treatment of your personal data for purposes other than those necessary, or questions or comments regarding the use of your personal information through the following means and procedure we have implemented:

- Presenting your request in writing directly to the address of our office at Avenida Gabriel Mancera 1041, Colonia Del Valle, Zip Code 03100 in Mexico, Federal District, addressed to the person responsible for the privacy of your personal data in this office: Lic. Lorena Valdés Valdés.
- Sending e-mail to the following address: privacidad@oma.com.mx, addressed to the person responsible for the privacy of your personal data in this office: Lic. Lorena Valdés Valdés.

Immediately after that your request has been received, Moore Stephens Orozco Medina, SC, will refrain from using your personal data, or where applicable, cease the processing of data and / or it will be deleted from our database.

This in the understanding that those limits may not be invoked against the exceptions set out in Article 37 of the Federal Law on Protection of Personal Data in Possession by Private Parties.

How to access, modify, cancel or oppose the processing of your personal data (ARCO Rights)?

It is obligation to provide reasonable access to holders who wish to review the personal information we hold about you, and know the treatment given to it, cancel, rectify or oppose its treatment from us. In all cases we will treat requests for access or change of information in accordance with applicable legal requirements.

You may request access, rectification, cancellation and opposition of your personal data through the means and procedures that we have implemented for you.

Immediately after that your request has been received, **"MOORE STEPHENS OROZCO MEDINA, SC"** will give immediate attention to your request in accordance with what you as a holder of personal data, have requested.

This in the understanding that those limits may not be invoked against the exceptions set out in Article 37 of the Federal Law on Protection of Personal Data in Possession by Private Parties.

How you can exercise your rights of rectification, and opposition of your personal data (ARCO Rights) access, cancellation?

In accordance with Article 28 of Federal Law on Protection of Personal Data in Possession by Private Parties at any time you may request to MOORE STEPHENS OROZCO MEDINA, SC, access, rectification, cancellation and opposition to the processing of personal data.

For this you need to submit your request in writing to our address located on Avenida Gabriel Mancera 1041, Colonia Del Valle, Postal Code 03100, in Mexico, Federal District, addressed to the person in charge of personal data in this office: Lic. Lorena Valdés Valdés also comply with the following requirements:

- Indicate your name, address or the means by which you wish to receive notice of the response to your request,
- Attach, the documents accrediting your identity,
- Clearly describe the personal data that you require to exercise your right of access, rectification, cancellation or opposition,

- Include any other item or document that facilitates the location of your personal data.

Within a period of twenty (20) days from the date your application was received, we will answer it; also, in case of being appropriate, we will comply with the request within a period not exceeding 15 (fifteen) days after the date on which it was notified or communicated the response in accordance with Article 31 of the Federal Law on Protection of Personal Data Held by Private Parties.

Justified by the circumstances of the case, the indicated deadlines may be extended once for an equal period.

How will the modification of the privacy notice be done?

Moore Stephens Orozco Medina, S.C. reserves the right to modify or amend this privacy policy at any time and for any reason established or permitted by Federal Law on Protection of Personal Data in Possession by Private Parties, its Regulations, Guidelines and the Privacy Notice, or modification or updating of our services and any other circumstance; Also, modifications to this Privacy Notice will be available for consultation and information in:

- Our Website: www.oma.com.mx
- Visible sites in our facilities located in Avenida Gabriel Mancera 1041, Colonia Del Valle, Código Postal 03100, México, Distrito Federal.

To whom you can file complaints and allegations in event of misuse of personal data?

If you believe that your right to protection of your personal data has been violated or injured by MOORE STEPHENS OROZCO MEDINA, SC, or by any of its members and collaborators, in accordance with the Federal Law on Protection of Personal Data Held by Private Parties, you can file the complaint or file complaints with the National Institute for Transparency, Access to Information and Data Protection, for more information visit www.ifai.org.mx

Latest update 01/15/2016