

In accordance with the MEXICAN FEDERAL LAW ON THE PROTECTION OF PERSONAL DATA IN THE POSSESSION OF THE INDIVIDUALS approved BY THE MEXICAN CONGRESS on April 13, 2010, we make you aware of the following information, requesting a thorough reading of it.

Responsible for the protection of your personal data

ScreenIT Mexico, S. C. which address is located in Espiritu Santo # 502, Carretas, Queretaro, Qro., is responsible for the treatment of your personal data.

Department of personal data

The Department of Personal Data, is the one designated by **ScreenIT Mexico, S. C.** for the processing of the holders' requests, for the exercise of their rights derived or inherent to the personal data.

Personal data holder

Holder: It is the natural person to whom the personal data corresponds.

Purposes of collection and personal data usage

The personal data will be used for the following purposes:

- Provide the services or products required by the holder.
- Report changes in the country's legislation or in the provision of services conditions.
- Fulfill the contracted obligations of the holder.
- Evaluate the quality of our services.
- Send our own or third party free newsletters.
- Invite to our own or third party events.

Identification of personal data and their origin

For the indicated purposes in this privacy notice, it is established that the collection of personal data by **ScreenIT Mexico, S. C.** can happen in the following ways:

- Recruitment of our services.
- Registration for access to a particular service.
- Request for additional information.
- Resume submission and/or recruitment.
- Participate in the "join the mailing lists" initiatives.
- Participate in newsletters, debates or forums.
- Direct reception by various means, such as personal interviews, printed reports, telephone calls, emails, event data collection, third party references and others.
 - The one obtained when someone participates in **ScreenIT Mexico, S. C.** promotions, or when they receive their services.
 - The one obtained from legally available public sources.

Acceptance

The holder will consent the processing of his/her personal data if its refusal is not expressed to the effect by sending an email to datospersonales@tas-screenit.com.

Procedure to limit the usage or disclosure of your personal data

The holder may request **ScreenIT Mexico, S. C.** to stop receiving promotional messages by phone, cell phone, postal, electronic mail and other means allowed by law, following the established procedure for the purpose, which is stated as follows:

The request must contain:

- The holder's name, address and email addresses to communicate the response to the request.
- The documents that prove the identity, or where appropriate the legal representation of the holder.
- The clear and precise description of the personal data for which you want to limit its use or disclosure.
- Any other element or document that facilitates the location of the corresponding personal data.
- The request must be delivered either to datospersonales@tas-screenit.com, to the address located in Espiritu Santo #502, Carretas, Queretaro, or to the Personal Data Department to the telephone number 01800 1121 211.

Once the request for limitation on the usage or disclosure of personal data has been received, the Department of Personal Data will have a maximum period of twenty working days to resolve the request, which will be effective within a maximum of fifteen business days, counted from the date on which the response was communicated to the owner.

The above procedure is free; except for the justified costs of shipping (parcels) needed, that must be paid by the holder.

The above procedure is issued without prejudice to any other more expeditious mechanism that will be placed in each mean of **ScreenIT Mexico, S. C.**

Access, Rectification, Cancellation or Opposition (ARCO Rights) of personal data usage.

The holder can request to **ScreenIT Mexico, S. C.** access to the personal data that this owns, as well as to the usage details of the same. The rectification in case of being inaccurate or incomplete; cancel it when it is considered that they are not required for any of the purposes indicated in this privacy notice, are being used for not consented purposes, have finished the contractual relationship or service, or opposition to specific purposes usage, following the established procedure for it, which is stated as follows:

The request must contain:

- The holder's name, address and email addresses to communicate the response to the request.
- The documents that prove the identity, or where appropriate the legal representation of the holder.
- The clear and precise description of the personal data for which you want to limit its use or disclosure.
- Any other element or document that facilitates the location of the corresponding personal data.
- The request must be delivered either to datospersonales@tas-screenit.com, to the address located in Espiritu Santo #502, Carretas, Queretaro, or to the Personal Data Department to the telephone number 01800 1121 211.

Procedure to revoke consent for personal data processing.

Once the request for limitation on the usage or disclosure of personal data has been received, the Department of Personal Data will have a maximum period of twenty working days to resolve the request, which will be effective within a maximum of fifteen business days, counted from the date on which the response was communicated to the owner.

The above procedure is free; except for the justified costs of shipping (parcels) needed, that must be paid by the holder.

The above procedure is issued without prejudice to any other more expeditious mechanism that will be placed in each mean of **ScreenIT Mexico, S. C.**

The holder can request to **ScreenIT Mexico, S. C.** the revocation of the consent granted for its personal data processing, so that they are no longer used following the established procedure for the purpose, which is stated as follows:

The request must contain:

- The holder's name, address and email addresses to communicate the response to the request.
- The documents that prove the identity, or where appropriate the legal representation of the holder.
- The clear and precise description of the personal data for which you want to limit its use or disclosure.
- Any other element or document that facilitates the location of the corresponding personal data.
- The request must be delivered either to datospersonales@tas-screenit.com, to the address located in Espiritu Santo #502, Carretas, Queretaro, or to the Personal Data Department to the telephone number 01800 1121 211.

Once the request for limitation on the usage or disclosure of personal data has been received, the Department of Personal Data will have a maximum period of twenty working days to resolve the request, which will be effective within a maximum of fifteen business days, counted from the date on which the response was communicated to the owner.

The above procedure is free; except for the justified costs of shipping (parcels) needed, that must be paid by the holder.

The above procedure is issued without prejudice to any other more expeditious mechanism that will be placed in each mean of **ScreenIT Mexico, S. C.**

Personal data transfer

It is a **ScreenIT Mexico, S. C.** policy to only to disclose information to third parties under the following circumstances:

- As established by law through summons, search warrant or other legal processes.
- When it is considered necessary, the personal information may be disclosed in the event that any law so directs, any authority or third party that needs it to comply with any obligation or legal request.
- To present as a candidate in different processes with clients who are in search of professionals with the technical skills required for each case.

**Privacy notice
modifications**

ScreenIT Mexico, S. C. reserves the right to make modifications or updates to this privacy notice, arising from legislative developments, internal policies or new requirements for the rendering or offering of our services or products at any time.

These modifications will be available to the public through the following means:

- A) Our website www.tas-screenit.com section Privacy Notice.
- B) Through the last registered electronic mail of the personal data holder.

Cookies and weblogs

Some parts of **ScreenIT Mexico, S. C.** website may use "Cookies" to simplify navigation. These are small text files stored on our hard disk drive that help us to deliver a personalized experience on our website. For example, a cookie can be used to store log information in an area of the site so that the user does not have to re-write it on their subsequent visits to that area. It is a **ScreenIT Mexico, S. C.** policy to use cookies to simplify the navigation of our websites and facilitate registration procedures.

Both "cookies" and "web beacons" store personal information such as names or electronic addresses. Most browsers allow users to reject "cookies". It should be mentioned that in specific circumstances, access may be denied in certain parts of our site to visitors whose browsers do not allow the use of "cookies".

**Complaints and
denunciations for the
improper treatment of
your personal data**

If the holder considers that his personal data protection rights have been harmed by any conduct attributable to **ScreenIT Mexico, S. C.** that directly result in a violation of the provisions of the Federal Law on the Protection of Personal Data held by Individuals, May file a complaint or denunciation before the Federal Institute for Access to Public Information (IFAI), for more information visit www.ifai.org.mx