



## PRIVACY NOTICE

The following Barclays entities in Mexico: Barclays Bank México, S.A., Institución de Banca Múltiple, Grupo Financiero Barclays México; Barclays Capital Casa de Bolsa, S.A. de C.V., Grupo Financiero Barclays México; Grupo Financiero Barclays México, S. A. de C.V.; and Servicios Barclays, S.A. de C.V. (hereinafter “**Barclays**”), with registered address at Paseo de la Reforma 505, Torre Mayor, Piso 41, Colonia Cuauhtémoc, Zip Code 06500, Delegación Cuauhtémoc, Mexico City, Mexico, have a commitment with You in respect of your Personal Data in our possession. The purpose of this document is to inform You which data we may obtain from You (in your capacity as potential or current customer, supplier, candidate or employee, as appropriate), the use that may be given to such data, the transfers thereof we might perform, and the manner in which You may enforce your rights in connection with the data of which You are the holder, pursuant to the Federal Law for the Protection of Personal Data in the Possession of Third Parties, the Federal Labor Law, the Federal Law for the Prevention and Elimination of Discrimination, the National Criminal Prosecutions Law (in respect of criminal records) and the Law to Regulate Credit Rating Companies (in respect of credit history), (hereinafter “the Law”).

### Personal Data

The Personal Data that Barclays may collect from You include:

- a) Identification data, such as: full name, gender, date of birth, state and country of birth, nationality, occupation, address, Population Registration Code (CURP, for its acronym in Spanish), telephone number (land line or mobile), fax number, e-mail, signature (if You are a candidate, employee, supplier, an individual or entity that receives the benefits derived from a contract or transaction entered into with Barclays or a legal representative thereof).
- b) Representation data, such as: name, work address, telephone number (land line or mobile), fax number, e-mail and position (if You are the legal representative or act in the name of a legal entity).
- c) Financial or patrimonial data, such as: fiscal domicile, Tax Identification Number, Advanced Electronic Signature, bank statements, and credit bureau information.
- d) If You are a candidate and/or employee, the following Personal Data may also be collected: Data included in your Curriculum Vitae; Date of commencement and of termination of previous employment; Employee category and previous positions; Previous salaries and expected salary; Information from the credit bureau as part of background checks prior to hiring candidates; Work references; Age; Marital status; Bank account number; Social Security number; Academic background; Languages spoken; Employee category and position; Employment date; Current salary, monetary job benefits, and withholdings; Employee number; Photograph and Image; Signature; Personal references; Emergency contact details; Information related to beneficiaries or financial dependents, including full name, date of birth, and other identifying information about said beneficiaries or financial dependents; Information connected to an employee’s performance; Tests applied to the employee and their scores.
- e) If You are a candidate and/or employee, the following Personal Data considered as sensitive may also be collected: General information connected to your health; Current or past illnesses; Health data gathered through medical exams practiced at the company’s request; Criminal record; Results of psychometric tests and clinical analyses.

### Collection and Use of Your Personal Data

Your Personal Data may be used for different purposes, based on the circumstances for which it is collected. Notwithstanding the above, treatment of such data shall always be in adherence to this Privacy Notice. Pursuant to the paragraph above, your Personal Data may be used for the following purposes:



- a) In the case of attorneys-in-fact of current and potential customers, to provide the services and products that such request, notify them of any changes thereto, conduct credit and regulatory assessments and, generally, to comply with applicable policies, laws, and regulations.
- b) In the case of suppliers and their attorneys-in-fact, conduct the appropriate assessments, fulfill our obligations as a customer, and comply with applicable policies and regulations.
- c) In the case of candidates and employees, Barclays hereby notifies You that such collects and treats your data in order to accomplish the required purposes specified below: Interviews to select candidates; Keep in touch with You during the recruiting and selection process; Participate in the hiring or employee onboarding process; Fulfill fiscal, labor, social security, health, and legal obligations derived from the engagement and depending on the respective work modality; Fulfill obligations derived from banking and securities regulations; Contracting of insurance policies and social security registration; Comply with applicable work-related benefits derived from the employment relationship, as well as any allowances You might be granted, even if these are not work-related benefits; Safety and health of personnel who work for the company and workplace safety on its premises; Undertake a background check prior to hiring candidates (including an assessment of their credit history); Verify compliance with company policies and codes (including but not limited to the policy on remote working); Supervision of compliance with your functions; Payroll and payroll management; Internal communications; Education and training; Assuring the confidentiality and security of company information; Internal audits; Fulfill previously agreed work-related benefits including, without limitation, food vouchers, major or minor medical insurance, and life insurance, as applicable under the employment relationship.
- d) In the case of candidates and employees, the Personal Data that You provide to Barclays shall be used exclusively for the purposes described above and treated as purely confidential and, insofar as is required, to comply with the purposes for which it was collected. Your Personal Data shall not be used for marketing or prospecting purposes.
- e) In order to check the veracity of the data You provide to us Barclays may require that You show original documents and provide a photocopy of them.

## **Security Measures**

Barclays has implemented, maintains and updates the security, technical, administrative, and physical measures required to safeguard your Personal Data and protect it against damage, loss, alteration or destruction, or its unauthorized use, access or treatment. To prevent unauthorized access to your Personal Data and ensure that the information is used for the purposes specified in this Privacy Notice, we have implemented physical, technical, and administrative procedures, using cutting edge technology available to us. These procedures limit the use and disclosure of your data, enabling us to treat such appropriately and prohibit any type of information that contains Personal Data from being removed from Barclays offices.

## **Personal Data Transfers**

Collection and use of Your Personal Data, as defined in the first paragraph of this Privacy Notice, may involve transfer of your Personal Data to affiliates and entities in other countries related to our parent company Barclays Bank PLC in London, United Kingdom. Your personal Data shall be managed by the Barclays Human Resources team and transferred to the Human Resources team or Human Resource Operations teams of Barclays Bank PLC (parent) or any of the entities related with our parent company in London, United Kingdom. Barclays may also communicate your personal Data, with your consent, to third party service providers in Mexico or other countries, on the understanding that Barclays shall provide said supplies with this Privacy Notice and inform them of the purposes to which the treatment of your information



is subject. Said third parties shall assume the same obligations that correspond to Barclays; consequently, your Personal Data shall be treated in accordance with the terms of this Privacy Notice. Should Barclays sell one of its commercial units, which uses your Personal Data, to another company, such may be transferred, with your consent, to the buyer along with the business, so that it may use this data in the same fashion as Barclays did.

Barclays may transfer your Personal Data in the cases provided for and authorized under the Law, as well as when required to comply with the purposes intrinsic to the business and described in this Privacy Notice.

Regardless, Barclays Bank PLC, its affiliates and/or authorized supplier assure compliance with the data privacy and protection policies of the group of entities of Barclays Bank PLC.

When You provide us with your personal data, enter into a relationship with us and sign this privacy notice, You consent to the data transfers that require your permission. Nevertheless, You may, at any time, exercise your rights as specified in the section below.

## Procedures for Exercising Your Rights

As owner of your Personal Data, You or your legal representative, may exercise the rights of **Access, Rectification, Cancellation and Opposition (ARCO rights)** in connection with your Personal Data. You may also limit the use or disclosure of your Personal Data and revoke any consent You may have given over its treatment, provided said treatment is not required to comply with the purposes contained in this Privacy Notice, or the result of a legal relationship.

The exercise of the rights provided for under the Law may be enforced by sending your request to the e-mail [Mexicocompliance@barclays.com](mailto:Mexicocompliance@barclays.com) or to the **Data Protection Department, represented by the Compliance Department**, located at Paseo de la Reforma No. 505, Floor 41, Col. Cuauhtémoc, Del. Cuauhtémoc, Zip Code 06500, Mexico City, Mexico. Your request must include: name, address or means of notifying You of the response; document evidencing your identity; clear description of the Personal Data over which You are exercising a right, and the items or documents that facilitate the location of the Personal Data. You may also exercise your rights through the "ARCO Rights Request Form", which You may request from the Data Protection Department.

ARCO rights consist of:

- **Access** - the right to be told which of your Personal Data is included in the Barclays databases; what said data is used for, its origin and use in any communications that have been made and, in general, the basics and conditions of its treatment.

The access obligation shall be deemed as met: i) when the data is made available to the owner of the Personal Data or representative thereof; or ii) upon the issuance of uncertified photocopies; magnetic, optical, audio, video or holographic media; electronic documents or any other media or type of technology considered adequate.

- **Rectification** - the correction or updating of your Personal Data in the event such is inaccurate or incomplete.



- **Cancellation** - the full or partial elimination of your Personal Data from Barclays databases. This request may result in a blocking period, after which the data suppression goes ahead.
- **Opposition** - the opposition, for any legitimate reason, to the treatment of your Personal Data by Barclays.

## **Use of Cookies**

We use cookies on our website to store information on your computer or mobile device. Cookies are small text files that help us understand how our website is being used, which allow you to navigate between pages efficiently, remember your preferences and, generally, improve your browsing experience; any of this information may be considered personal data. To obtain more information about cookies, refer to our Policies on Privacy and Cookies.

Our website is configured to allow strictly necessary cookies, functionality cookies and performance cookies. If you do not change your browser's configuration, this will be construed that you agree with the use of these cookies. To change cookie settings, follow the instructions that your browser provides (usually under "Help", "Settings" or "Edit"). Bear in mind that if you disable cookies, the website is likely to stop working properly.

For more information about Cookies visit the website [www.allaboutcookies.org](http://www.allaboutcookies.org)

## **Modifications to the Privacy Notice**

In the event Barclays updates or modifies all or part of this Privacy Notice, You will be notified of said modifications through a notice posted on our website. Should such modifications directly affect data owners, these shall be notified through our Data Protection Department.

I hereby state that I have read and fully understood this Privacy Notice, and that I agree to my personal data, including sensitive data, being treated in accordance herewith.

Date of last update: April 2021.