



CODIFLEX, S.A. DE C.V.

(COMMERCIALLY KNOWN AS **CODIFLEX**)

NOTICE OF PRIVACY

CANDIDATE AND FORMER EMPLOYEES

We are committed to the protection of personal data, therefore, in compliance with the provisions of the Federal Law on Protection of Personal Data held by individuals published in the Official Gazette on July 5, 2010 Company (the "Law") and its Regulations, this Privacy Notice extends.

Responsible for the protection of personal data:

CODIFLEX, S.A. DE C.V. (KNOWN AS COMMERCIALLY CODIFLEX), residing in Hidalgo Ave., No. 2503-3, Colonia Industrial, Postal Code 31304, in Cd. Chihuahua, Chihuahua, is responsible for the processing of personal data.

You can contact us to exercise your rights ARCO, or for any questions you may have about the handling of their personal to our department Personal Data Protection data via email to avisopriv@codiflex.com.mx.

For what purpose we collect and use your personal data?

Your personal data is collected non-disclosure or commercial use, and will be only for the following purposes:

For candidates:

1. Assess whether you are qualified for a position or function as a possible candidate to fill a vacancy;
2. Check is in fitness and count with skills to work in our company;
3. Maintain a database of candidates for future hires.

For employees:

4. Develop labor contract;
5. Register with Social Security;
6. Make payments;
7. Keep a file with records of our employees;
8. To fulfill legal obligations including tax and social security arising from employment obligations;
9. Provide data to law firms, and only in case of contingency, to exert the necessary legal action to resolve it.

For former employees;

1. Keep your record in terms that we are bound by labor legislation.

Personal data will be stored for a period of one year from obtaining and if employees and former employees, the term that marks the labor law even after completed under the strictest confidence

	<p>and will not be able to give a different use to the above, unless there is a change in this Privacy Notice.</p>
<p>What personal information we get and from where?</p>	<p>For the purposes outlined in this Privacy Notice, we may collect your personal data when you provide them to us directly, either personally, by phone or through our email, and when we get information through other sources that are allowed by the law.</p> <p>Your personal data will be transferred only with your express consent, so they are protected with us all the time.</p> <p>The personal data will ask candidates and employees are: Full name, address and telephone number, age, sex, marital status, education level, number of affiliation to the IMSS, Federal Taxpayers Registry (RFC), Unique Key Registration Poblacion (CURP), email, website, autographed photograph and signature.</p> <p>Additionally, employees will be asked for the following information: number and interbank CLAB, in order to make payments.</p> <p>Once hired, the personal data collected as candidates be annexed to the employee's official work.</p>
<p>Using "Cookies" and "Web Beacons":</p>	<p>Please note that our website use "cookies" and "web beacons" which are text files automatically and stored downloaded to your computer's hard disk computer user to navigate a page specific Internet is used and allows us to monitor user behavior as Internet, provide better service and user experience when browsing our site and offer new products and services based on their preferences.</p> <p>If not wish Codiflex keep this information, the user needs to express its dissatisfaction by sending your request to avisopriv@codiflex.com.mx. Failure to do so will be deemed to accept the conditions here indicated.</p>
<p>How you can exercise their ARCO rights to access or modify your personal data, cancel or oppose its use?</p>	<p>You have the right to access your personal data we possess and the details of their treatment and to correct them if they are inaccurate or incomplete; Cancel when you consider that are not required for any of the purposes specified in this privacy notice, they are being used for purposes nonconsensual or has completed the contractual or service, or object to the processing thereof for specific purposes.</p> <p>To exercise their rights ARCO, we require you send us a request to our e-mail avisopriv@codiflex.com.mx. You must comply with the requirements specified in the following section.</p>
<p>How you can revoke your consent to the processing of data, restrict its use or disclosure, including stop using your data for secondary purposes?</p>	<p>At any time, you may revoke the consent given to us for the processing of personal data and limit their use or disclosure, in order to stop making use of them. To do this, you need to submit your request:</p> <p>a) writing to the address on Avenida Hidalgo, No. 2503-3, Colonia Industrial, Postal Code 31304, in the City of Chihuahua, Chihuahua.;</p> <p>b) Through an application is requested and sent to email avisopriv@codiflex.com.mx.</p> <p>Demonstrating that you are the owner of the personal data or his legal representative, and where appropriate, with any official identification document and expressing the clear and precise</p>

	<p>description of the personal data on those seeking to exercise any right and any other item or document that facilitates the location of personal data and any other documents required by applicable law at the time of filing the application, as well as email which we will send our reply or phone to which we can contact you.</p> <p>Within a maximum period of 20 days from the date the request is received, we answer your request and inform you about the origin of it through an email to the address you have provided or, where applicable, we will a phone call to go to our home to receive the requested response. If the request is answered affirmatively or appropriate manner, the requested changes will be made within a maximum period of 15 working days. The charge may notify within the periods referred to in this paragraph the extension thereof, for once, for a period equal to the original.</p>
How do we protect your personal data?	<p>We pledge to do our utmost to protect the security of personal data provided to us by the conclusion of legal acts, through the use of technologies that control access, use or disclosure of personal information and related administrative measures in our company. We have security measures including restricted access to their files and constant monitoring of our systems access. In case security breaches occurred at any stage of treatment arise, we will inform the email that we were provided, to take appropriate measures for their protection.</p>
Changes to privacy notice:	<p>We reserve the right to make changes at any time or update this privacy notice, for the attention of new legislation, internal policies or new requirements for providing or offering our services or products.</p> <p>These modifications will be made available to the public through visible ads on our premises or on our website.</p>
To whom can file complaints and allegations of improper processing of personal data?	<p>If you believe that your right to protection of personal data has been injured by any conduct of our employees or our actions or responses, it presumes that there is any violation of the provisions of the Federal Protection Act in the processing of personal data Personal data Held by Private Parties, may file a complaint or file complaints with the NACI, for more information visit www.inai.org.mx</p>

LAST UPDATE TO THIS NOTICE OF PRIVACY: 19 JANUARY 2016.