



**Privacy policy**  
**for personnel marketing and the application process at**  
**MHP Management and IT Consulting Mexico, S. de R.L. de C.V.**

We, MHP Management and IT Consulting México, S. de R.L. de C.V. (hereinafter referred to as "we", "MHP" or "the Data Controller"), appreciate your interest in our online offering (hereinafter referred to as the "Online Offering"). We take the protection of your personal data very seriously. Your personal data is processed exclusively in accordance with applicable data protection laws, primarily the Mexican Federal Law for the Protection of Personal Data in Possession of Private Parties (hereinafter referred to as "LFPDPPP"), its Regulation and other applicable provisions under Mexican Law, as well as the European Union General Data Protection Regulation (hereinafter referred to as "GDPR") where relevant.

With this data protection declaration, we inform you about the processing of your personal data and about your data protection rights in the context of personnel marketing and applications at MHP. For information on the processing of personal data in other areas, please refer to the respective specific privacy policy.

If we refer to this privacy policy from external social media profiles, the following explanations only apply insofar as the processing takes place in our area of responsibility and insofar as no more specific and therefore overriding information on data protection is provided in the context of such social media profiles.

**1. Responsible person and data protection officer**

Responsible for the collection, use, storage, transfer and referral of the personal data collected from any individual, hereinafter referred to as the "Data Subject"):

MHP Management and IT Consulting Mexico, S. de R.L. de C.V.  
Av. México 3040, Interior Piso 12-A, Colonia Residencial Juan Manuel,  
C.P. 44680, Guadalajara, Jalisco,  
México  
[hr.mexico@mhp.com](mailto:hr.mexico@mhp.com)

Such personal data will be processed and protected in accordance with the provisions stated under the Law, its Regulation, the Data Privacy Notice guidelines issued by the Mexican Government, and other applicable provisions.

If you have any questions or suggestions regarding data protection, please do not hesitate to contact us at [hr.mexico@mhp.com](mailto:hr.mexico@mhp.com).

MHP Management and IT Consulting Mexico S. de R.L. de C.V. is solely responsible under Mexican data protection law (LFPDPPP) for the processing of your specific application.

## **2. Subject matter of data protection**

The subject of data protection is the protection of personal data. This is all information that relates to an identified or identifiable natural person (data subject). We process the following data:

Non-Sensitive Personal Data:

- Identification Data (full name, date of birth, nationality).
- Contact details (address, email, phone number).
- Professional information (CV, work experience, education).
- Financial data (salary expectations)

Non-Sensitive data will be collected when essential for the recruitment process or legal compliance and always with your explicit consent. You may withdraw consent at any time by contacting [hr.mexico@mhp.com](mailto:hr.mexico@mhp.com) without affecting prior lawful processing.

We do not knowingly collect or process personal data from minor under the age of 18. If you are a parent or legal guardian and believe we have collected personal data from a minor, please contact us at [hr.mexico@mhp.com](mailto:hr.mexico@mhp.com).

If you believe your data protection rights have been violated, you may file a complaint with Mexico's Secretaría Anticorrupción y Buen Gobierno at [www.gob.mx/buengobierno](http://www.gob.mx/buengobierno).

## **3. Means through which Personal Data is collected**

MHP may obtain personal data from the Data Subjects through any electronic or non-electronic means:

- Personally, from the Data Subject and if applicable, prior to, or during the recruitment process.

## **4. Purposes of Personal Data Collection**

Below you will find an overview of the purposes and legal bases of data processing in the context of personnel marketing and the online application process at MHP. In all cases, we process personal data primarily in accordance with the applicable provisions of the Mexican Federal Law for the Protection of Personal Data in Possession of Private Parties and its Regulation.

If an employment relationship is established with you, further data processing is governed by the privacy policy for the employment relationship.

The provision of personal data by you may be required by Mexican law or may be necessary for the conclusion of a contractual relationship. We will inform you separately if you are obliged to provide personal data and the possible consequences of not providing it (e.g. a loss of claims or our notification that we cannot provide the requested service without providing certain information). The use of the online offer is generally possible without

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registration. The use of individual services and functions may require prior registration. Even if you use our online services without registering, personal data may still be processed.

#### **4.1 Fulfilment of contractual and pre-contractual obligations**

We process your personal data if this is necessary for the implementation of the application process and, if applicable, for the preparation of an employment relationship with you.

We process personal data insofar as this is necessary to carry out the application process and, if applicable, to prepare an employment relationship with you. The purposes include in particular

- Receiving, reviewing and storing your application.
- Application management and conducting the selection process (forwarding to the relevant internal functions, organization and implementation of interviews, management and administration of recruitment)
- For internal applicants for internal programs: Application management and implementation of the selection process.
- Verifying qualifications and references.

#### **4.2 Fact check**

We conduct a review of your personal data to ensure that potential employees perform their duties without conflicts of interest and in compliance with high ethical standards and are committed to the company's principles.

The verification of personal data includes your personal data (surname, first name, date of birth, address) and the presentation of your original identity card or a comparable document proving your identity, the presentation of your original certificates (in particular the last certificate of the highest level of education) or an officially certified copy thereof in paper form. We will also check whether you have already been employed by MHP and – limited to this case and in compliance with data protection regulations – whether any written disciplinary measures have been taken against you in the last three calendar years. For this purpose, personal data in the existing personnel file for the past three calendar years will be queried.

The fact check is carried out by the responsible HR department. [Only a limited number of people are authorized to access your data internally. In the event of negative findings in the fact check, the results are discussed in a committee (specialist department, HR department, works council). The result of the consultation is documented and filed in the personnel file.

For new hires at the Director, Senior Sales Director, Associated Partner, Executive Director and Partner levels, the completed fact check checklist and the completed self-disclosure form are stored in the personnel file and remain there in accordance with the deletion period for relevant personnel documents and data. No other data storage or processing takes place. The fact check checklist and the self-disclosure form will be deleted from the personnel file after four months for external candidates who are not hired and after three years for all other cases.

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### **4.3 Job subscription (Newsletter)**

To subscribe to the "Job Abo" newsletter, all you need to do is enter your email address and state how often you would like to receive the "Job Abo" newsletter. Newsletters are only sent after you have registered. If the contents of the "Job Abo" newsletter are specifically described in the context of a registration, these are decisive for the scope of the consent. In addition, the "Job Abo" newsletter contains information about your career opportunities at MHP and other Group companies.

Registration takes place by means of the so-called double opt-in procedure, e.g. after your registration you will receive an e-mail in which you will be asked to confirm your registration in order to prevent misuse of your e-mail address. The registrations are logged by us in order to be able to prove the registration process and the consent contained therein in accordance with the legal requirements. You can revoke your consent to receive the "Job Abo" newsletter at any time, e.g. by unsubscribing from the newsletter. You will find an unsubscribe link to exercise this right at the end of each newsletter.

### **4.4 Application account**

The application account allows you to send and manage your application to us or other Group companies via the electronic application system or to monitor job offers. We recommend that you use the application account, as the internal processes and implementation of the application procedure at MHP and the other Group companies are harmonized with this.

If you would like to set up an application account, registration is required. Your registration details (user name and password) are collected and processed when you register and log in.

As part of the application account, you have the option of setting up an applicant profile. You can use an online questionnaire to enter or upload your personal data (e.g. form of address, title, surname, first name, date of birth, place of birth, country of birth, nationality, address, telephone number, e-mail address), your qualifications (e.g. educational background, professional experience if applicable, language skills, IT skills), your application documents (e.g. letter of motivation, application documents) and other application information (e.g. desired salary if applicable, availability if applicable). Corresponding mandatory fields are marked in the online questionnaire.

This data is processed according to the LFPDPPP in order to create your application account with your applicant profile to carry out the respective application procedure and – if you have given your consent – as part of the review of your application in the Porsche Group or the Talent Pool.

If you delete your application account, your user profile will also be deleted. With regard to the deletion of data relating to specific applications at MHP, the provisions under this section 3 apply. With regard to the deletion of data relating to specific applications at other Group companies, the provisions of the corresponding data protection notices apply (see section 1).

### **4.5 Fulfilment of legal obligations**

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We also process your personal data in order to comply with legal obligations to which we are subject. These obligations may arise, for example, from commercial, tax, money laundering or financial law. Measures in the area of health management and aptitude tests may also result from legal obligations.

In this respect, we process those personal data that are necessary for the fulfilment of the legal obligation. We delete the data after the legal obligation no longer applies and if no other legal basis applies.

If another legal basis applies, we delete the data after that other legal basis no longer applies.

#### **4.6 Safeguarding legitimate interests**

We also process your personal data to protect our legitimate interests or those of third parties, unless your interests, which require the protection of your personal data, take precedence. Processing to protect legitimate interests is carried out for the following purposes or to protect the following interests:

- Operational reporting
- Implementation and optimization of personnel marketing and the recruitment process (implementation of personnel marketing consulting, applicant surveys and statistical evaluations)

When you access the online offer, data relating to your end device and your use of the online offer is processed and stored in a log file. This relates in particular to technical data such as the date and time of access, duration of the visit, type of end device, operating system used, functions used, amount of data sent, IP address and referrer URL. We process this data to ensure technical operation and to identify and rectify faults. In doing so, we pursue the interest of ensuring technical functionality in the long term. We do not use this data for the purpose of drawing conclusions about your person.

#### **4.7 Consent**

We process your personal data on the basis of your consent. If you give your consent, this is always for a specific purpose; the purposes of the processing are determined by the content of your declaration of consent. You can withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.

If you have given your consent for specific purposes, such as for the review of your application in other Group companies, for inclusion in a talent pool [or to receive the "Job Abo" newsletter], the purposes are determined by the respective content of this consent.

We cancel the data if you have withdrawn your consent and no other legal basis applies. If another legal basis applies, we will erase the data once that other legal basis no longer applies. You could always request the withdrawal of your consent and could opt out of the processing of your personal data for secondary purposes, such as inclusion in talent pools or receiving the "Job Abo" newsletter by sending an email to [hr.mexico@mhp.com](mailto:hr.mexico@mhp.com) or by selecting the appropriate option in our electronic forms.

#### **4.8 Change of purpose**

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Insofar as we process your personal data for a purpose other than that for which the data was collected, we take into account the compatibility of the original and the now pursued purpose, the type of personal data, the possible consequences of further processing for you and the guarantees for the protection of personal data and we will notify you about this and request your consent.

#### **4.9 Profiling**

We do not carry out automated decision-making or profiling. Profiling is only carried out to protect our legitimate interests as described above.

### **5. Access authorizations in the end device**

Some functions of our online offering require you to grant authorization to access your end device (e.g. access to location data). The granting of authorizations is voluntary. Such access will only be requested when strictly necessary for the application process, in compliance with the LFPDPPP regarding data minimization. However, if you wish to use the corresponding functions, it is necessary to grant the corresponding authorizations, as otherwise you will not be able to use these functions. The authorizations remain active as long as you have not reset them in your end device by deactivating the respective setting.

### **6. Cookies and comparable technologies**

We inform you that when browsing our website, cookies are used to facilitate user's access and utilization of the sites, providing information that can be used to offer specific content, convenient for your interests and for other purposes such as security and account management functions, which may involve the tracking of personally identifiable information.

This information could be collected for MHP internal use, for example, to enhance the security of the website or web page, detect important market trends, monitor your behavior while browsing MHP website and provide you with proper service.

If you do not wish cookies to be used in general, you can also prevent them from being stored by making the appropriate settings on your end device. You can delete stored cookies at any time in the system settings of your end device. Please note that blocking certain types of cookies may result in impaired use of our online services.

### **7. Integrated third-party services**

Insofar as we integrate services from other providers as part of our online offering in order to offer you certain content or functions (e.g. playing videos or route planning) and we process personal data in the process, this is done according to applicable data protection law in Mexico, the LFPDPPP, its Regulations and Guidelines applicable in Mexico. This is because the data processing is then necessary to implement the functions you have selected or to protect our legitimate interest in optimizing the functionality of the online offering. Insofar as cookies may be used in the context of these third-party services, please see section 5. Please also refer to the privacy policy of the respective provider with regard to the third-party services.

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Services from other providers that we include or to which we refer are provided by the relevant third parties. The third-party services also include offers from other Porsche AG Group companies and Porsche Centres. We have no influence on the content and function of the third-party services and are not responsible for the processing of your personal data by their providers, unless the third-party services are designed entirely on our behalf and then integrated by us under our own responsibility. Insofar as the integration of a third-party service leads to us establishing joint processes with its provider, we will define with this provider in an agreement on joint responsibility establishing how the respective tasks and responsibilities for the processing of personal data are structured and who fulfils which data protection obligations. If cookies are also to be set on the basis of your consent, you will receive further information on the responsibility for setting these cookies or any associated third-party services in the corresponding areas of consent management.

Unless otherwise stated, profiles on social media are only integrated into our online offering as a link to the corresponding third-party services. After clicking on the integrated text/image link, you will be redirected to the website of the respective social media provider. After forwarding, personal data may be collected directly by the third-party provider. If you are logged into your user account with the respective social media provider during this time, the provider may be able to assign the information collected from the specific visit to your personal user account. If you interact via a "Share" button of the respective social media provider, this information can be stored in the personal user account and possibly published. If you wish to prevent the information collected from being directly assigned to your user account, you must log out before clicking on the integrated text/image link.

## **8. Recipients of personal data**

Within our company, only those persons have access to your personal data who need it for the purposes stated in each case. Your personal data will only be passed on to external recipients if we are legally authorized to do so or if we have your consent. Below you will find an overview of the relevant recipients:

- Processors: Group companies or external service providers, in particular the companies DAG Engineering GmbH (support with application administration and staffing of the applicant hotline), Randstad Sourceright GmbH (support with personnel recruiting and recruitment processes), MHP - Management- und IT-Beratung GmbH (support of the electronic application system) and milch & Zucker Talent Acquisition & Talent Management Company AG (Provision, operation, and support of the electronic application system.). These processors are carefully selected by us and regularly audited to ensure that your privacy is respected. The service providers may only use the data for the purposes specified by us.
- Public bodies: Authorities and state institutions, such as tax authorities, public prosecutor's offices or courts, to which we (have to) transmit personal data, e.g. to comply with legal obligations or to protect legitimate interests.
- Private entities: Group companies, Porsche dealers and service companies, cooperation partners, service providers (not bound by instructions) or commissioned persons such as Porsche Centers and Porsche Service Centers, financing banks, credit agencies or transport service providers.

## **9. Retention of Personal Data**

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MHP will retain personal data only for the period that is strictly necessary to fulfill the purposes outlined in this Privacy Notice, in accordance with the principles established by applicable Mexican data protection legislation. Once the data has fulfilled the objective for which it was collected, and provided there is no applicable legal obligation, contractual requirement, or ongoing legitimate interest that justifies continued retention, such personal data will be securely deleted, anonymized, or otherwise rendered inaccessible in compliance with MHP's internal policies and the relevant legal framework.

## **10. Your Data Protection Rights (ARCO Rights)**

### **You have right to:**

- Access – Request confirmation of whether we process your data, obtain copies of your personal information, and receive details about our processing purposes and methods.
- Rectification – Demand correction of inaccurate or incomplete data, including updates to outdated information in our systems.
- Cancellation – Request deletion of your data when it is no longer necessary for the stated purposes, you withdraw consent (where processing was consent-based) or when processing violates legal requirements.
- Opposition – Object to specific processing activities, including direct marketing communications or automated decision-making processes.

To exercise these rights, please submit a written request in English or Spanish to our Data Protection Office at [hr.mexico@mhp.com](mailto:hr.mexico@mhp.com) containing:

- a) Your full name and contact details.
- b) Copy of official identification.
- c) Clear description of the requested action, and
- d) Any supporting documentation.

We will acknowledge receipt within 5 business days and provide a substantive response within 20 business days. While most ARCO requests are processed free of charge, we may apply reasonable fees for manifestly unfounded or excessive requests, or for providing additional copies of information. If unsatisfied with our response you may file a complaint with Mexico Secretaría Anticorrupción y Buen Gobierno (SABG) portal within 15 business days of our response. Note that certain legal obligations may prevent us from immediately deleting some data, such as information required for tax or labor law compliance.

## **11. Security Measures**

Data subject personal data will be processed with strictest confidentiality, according to the administrative, technical and physical security measures that are stated under the Law, its Regulation and Guidelines.

## **12. Additional means to limit the use or disclosure of your Personal Data**

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In order to allow Data Subjects to restrict the use and disclosure of their personal data, we inform you that, in addition to the security measures implemented by MHP, Data Subjects have the option to register with the Public Registry to Avoid Advertising, managed by the Federal Consumer Protection Agency (PROFECO, by its Acronym in Spanish). This registration ensures that your data will not be used to receive advertising or promotions from companies offering goods or services. For more information on this Registry, you can visit the PROFECO website or contact the mentioned agency.

### **13. Consent for the Processing of Personal Data**

MHP informs you that by submitting your personal data through the corresponding form, you acknowledge having read and understood the contents of this Privacy Notice. Your personal data, including any sensitive data, will be processed in accordance with the purposes described in this document.

We also inform you that your data may be transferred under the terms described in the section "Transfers and referrals of Personal Data".

### **14. Amendments.**

MHP may amend or restate, partially or entirely, this Privacy Notice at any time. The new version of the Notice will be posted through the publication via official channels of MHP and published in visible spaces within MHP facilities.

Updates will be effective on the day after the updated is published

For proper identification, each Notice will include the date in which it was last updated.

### **15. Latest version**

The latest version of this privacy policy applies. Status 14/06.2025.

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