

CANDIDATE PRIVACY NOTICE – MEXICO

To run our business, UBS collects and uses any information that relates to an identified or identifiable natural person, that could be considered as (i) Simple Personal Data, (ii) Financial Personal Data, and/or (iii) Sensitive Personal Data (hereinafter, jointly and severally as a general reference of the three types of personal data, "**Personal Data**"), including information about our current and former and prospective candidate ("**you**").

UBS takes your privacy seriously. This UBS Candidate Privacy Notice ("**Notice**") contains information on what Personal Data the UBS employing entity/ies ("**UBS**", "**we**", "**our**", or "**us**", see relevant UBS entities in section 10) and other companies of the group to which we belong (the "**UBS Group**") collect(s), what they do with that information, and what rights you have, in compliance with the provisions of the *Ley Federal de Protección de Datos Personales en Posesión de los Particulares* (the Mexican Federal Data Protection held by Private Parties Act, hereinafter, the "**Act**").

As part of our commitment to protect your Personal Data we want to inform you in a transparent manner:

- why and how UBS collects, uses and stores your Personal Data; and
- what your rights are in relation to such processing and how you can exercise them.

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1. What does this Notice cover?

This Notice applies to any and all forms of use of your Personal Data ("**processing**") by us in Mexico if you are a current, former or prospective candidate of any of the UBS employing entities listed in section 10.

2. What type of Personal Data do we collect?

For prospective, current and former candidates, we collect basic identification information, such as your name, title, position, professional history, experience and contact details.

If you actively apply for a role with UBS, we will usually also collect:

- Personal details and identification information (e.g., date of birth, nationality, picture, gender, ID card, passport numbers and other national ID numbers as required, immigration status);
- Physical and electronic address details (e.g., private telephone number, private email and/or postal address and business telephone number);
- Education and employment information (e.g., remuneration at your current employer, employment dates with your current employer, interview performance evaluation and scores in any online testing, position information such as position title, and language skills);

- Information submitted as part of your application (e.g., recordings of any video interviews in which you participate, and anything you choose to submit by choice in support of your application);
- Electronic and physical communication information, including but not limited to in- and outbound emails including attachments, phone conversations, chat or other instant messaging, faxes (digital) and other communication data (e.g., phone meta data); and
- Where relevant, behavioural information and information about personality traits such as data collected to assess a candidate's suitability.

Information you submit as part of your application must be true, accurate, complete and not misleading. Any false or misleading statements or omissions made by you during the application process, including your application and any assessments and interviews, may be sufficient cause to justify the rejection of your application or, if you have already become an employee, the immediate termination of your employment, subject to due process.

If you provide information about your family or any other third party to us as part of your application (e.g., emergency contacts or referees) then, before providing us with such information, you must inform the relevant individuals that you will disclose their Personal Data to us and provide a copy of the information in this Notice to them.

If you accept a role with UBS, then in order to conduct any necessary background checks and create your record in the UBS Group employee database, we will usually also collect:

- Family information (e.g., marital status, and details of any family or personal relationships within UBS); and
- Financial information (e.g., summary credit history, bank account details, tax-related information, and information required to undertake required checks for money laundering, criminal activities, corruption, terrorist financing and related matters).

In some cases, the Personal Data that we process will also include sensitive Personal Data, such as diversity related information (including data about racial and ethnic origin, political opinions, religious beliefs and other beliefs of a similar nature) and data about alleged or proven criminal offences and convictions, in each case where permitted by applicable law.

In some cases, the Personal Data we collect from you is needed to meet our legal or regulatory obligations. If so, we will indicate to you that the provision of this information is mandatory, and the consequences if we cannot collect this information. The above-mentioned Personal Data are collected from information that you directly provide (through the completion and submission of online application forms and profiles, through resumes or curriculum vitae, or through interviews or other communications). In some cases, UBS will also collect Personal Data indirectly from third parties, such as recruitment agencies that you used to apply to UBS, background check providers such as HireRight and other administration services providers (for instance who provide candidate shortlisting services), or from publicly available sources such as business- and employment-orientated social networking services and job boards.

3. For which purposes do we process your Personal Data?

We always process your Personal Data for a specific purpose and only process the Personal Data which is relevant to achieve that purpose. In particular, we process Personal Data of candidates, within applicable legal limitations, for the purposes of:

- a) Recruiting and application handling. For example, to:
 - undertake recruitment activities, such as determining the suitability of a candidate's qualifications, maintaining information on the status of your application;
 - assist us in managing external providers (e.g., recruitment agencies – see below for further information about when we work with third parties);
 - prepare for and enter into a contractual employment relationship such as offer approvals.

- b) Staff Administration. For example, to:
- manage our HR records and update the UBS Group employee database (e.g., keeping your application data on file);
 - communicate with you about any actual or potential job vacancy.
- c) Onboarding. For example, to:
- set up internal profiles, collecting information required to complete the employee onboarding process. For background checks see d) below);
 - assist us in managing external providers involved in the onboarding process (e.g., insurance companies, pension funds).
- d) Compliance & Risk Management and / or Crime Prevention. For example, to:
- carry out background checks as part of the Employee onboarding process, including checking for any existing or potential conflicts of interest or any other restrictions which may otherwise restrict or prevent a candidate's employment with UBS as well as to prevent crime, including fraud or criminal activity, misuses of our products or services as well as the security of our IT systems, architecture and networks;
 - receive and handle complaints, requests or reports made to a compliance function, HR function, or other designated units within UBS or the UBS Group;
 - reply to any actual or potential proceedings, requests or the inquiries of a public or judicial authority (e.g., if UBS is under a duty to disclose personal data to comply with any legal or regulatory obligation);
 - comply with any legal or regulatory obligations imposed on UBS in relation to its recruitment practices such as governmental reporting requirements.
- e) Other purposes:
- to provide information to other UBS Group entities or third parties to benefit from cost-effective services, efficient solutions and subject-matter expertise (e.g., we may opt to use certain IT platforms offered by suppliers. We may also share Personal Data with another UBS entity so that a team with the appropriate subject-matter expertise can provide advice or support);
 - to provide information to third parties to enable a transfer, merger or disposal to a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer, merger or disposal of part or all of UBS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;
 - to exercise our duties and/or rights vis-à-vis you or third parties (e.g., if UBS needs to obtain legal advice or provide Personal Data in connection with judicial proceedings);
 - to collect data to ensure the security of buildings, as well as property and information located or stored on the premises, prevent unauthorized physical access to secure premises (e.g., maintaining building access logs and CCTV system images);
 - to create custom and lookalike audiences on various social media platforms allowing to display targeted job advertisements.

4. How do we protect Personal Data?

All UBS employees accessing Personal Data must comply with the internal rules and processes in relation to the processing of your Personal Data to protect them and ensure their confidentiality.

UBS and the UBS Group have also implemented adequate technical and organisational measures to protect Personal Data against unauthorised, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing.

5. Who has access to Personal Data and with whom are they shared?

5.1 Within UBS and the UBS Group

We make available Personal Data to members of our personnel and within the UBS Group for the purposes indicated in section 3. Other companies of the UBS Group may process your Personal Data on behalf and upon request of UBS.

5.2 Outside UBS and the UBS Group

For the purposes listed in section 3 above, and to the extent permitted under applicable law, we may also transfer Personal Data to third parties outside UBS and the UBS Group, such as:

- a) third party service providers, who are contractually bound to confidentiality, such as our IT system or hosting providers, cloud service providers, database providers, consultants (including the recruitment agency whom you used to apply to UBS, if applicable, and lawyers) and third parties who carry out pre-employment checks on prospective employees (such as HireRight);
- b) a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of UBS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;
- c) authorities, e.g., regulators, enforcement or exchange body or courts or party to proceedings where we are required to disclose information by applicable law or regulation or at their request, or to safeguard our legitimate interests;
- d) the referees provided on your application form to UBS;
- e) any central or local government department and other statutory or public bodies; and
- f) any legitimate recipient of communications required by laws or regulations.

Where UBS or the UBS Group transfer your data to third party service providers processing data on UBS behalf, we take steps to ensure they meet our data security standards, so that your Personal Data remains secure. Third party service providers are thereby mandated to comply with a list of technical and organisational security measures, irrespective of their location, including measures relating to: (i) information security management; (ii) information security risk assessment and (iii) information security measures (e.g., physical controls; logical access controls; malware and hacking protection; data encryption measures; backup and recovery management measures).

5.3 Data Transfers to other countries

The Personal Data transferred within or outside UBS and the UBS Group as set out in sections 5.1 and 5.2, is in some cases also processed in other countries. We only transfer your Personal Data abroad to countries which are considered to provide an adequate level of data protection, or in the absence of such legislation that guarantees adequate protection, based on appropriate safeguards (e.g., standard contractual clauses adopted by the European Commission to the extent recognized by the competent Data Protection Authority or another statutory exemption) provided by local applicable law. A list of the countries in which UBS and the UBS Group operate can be found at <https://www.ubs.com/global/en/our-firm/locations.html>

6. How long do we store your data?

We will only retain Personal Data for as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal, regulatory or internal policy requirements, whichever is longer. In general, although there may be exceptions, data relating to unsuccessful candidates for roles within UBS is kept for 36 months after the date on which we notify you that your most recent application has been unsuccessful; data relating to potential candidates for roles within UBS is kept for 36 months from the date of our last recorded communication with you. Any maximum storage term set forth by applicable local law will prevail.

Data relating to successful candidates is dealt with by the employee privacy notice that will be provided to you upon joining UBS. If your application is successful, your application will be retained as part of your personnel record. However, if you wish to have your Personal Data removed from our databases, you can make a request as described in section 7 below, which we will review as set out therein.

7. What are your rights and how can you exercise them?

If you would like to access, rectify, delete, cancel, copy, limit, suppress or object your Personal Data or require that the same may no longer be used by UBS, (hereinafter, the "**ARCO Rights**") in accordance with the Act, please send an email to sh-hr-data-requests-snow@ubs.com and the purpose of such request, specifying which ARCO Right established in the Act you want to exercise. Upon receipt of such request, UBS will consider it in accordance with the Act, its Regulations and the internal privacy policies of UBS and shall respond to your request within a period of twenty (20) business days from receipt. It is important to bear in mind that certain Personal Data may not be subject to access, rectification, suppression, and copy and deletion rights, as provided in data protection and other laws and regulations. We will usually, in response to a request, ask you to verify your identity and/or provide information that helps us to understand your request better.

If we do not comply with your request, we will explain why. If you are not satisfied with how UBS processes your Personal Data, please let us know and we will investigate your concern. Please raise any concerns by contacting the Group Data Protection Office at dpo-americas@ubs.com.

8. Changes to your Personal Data

We are committed to keeping your Personal Data accurate and up to date. Therefore, if your Personal Data changes, please inform us of the change as soon as possible.

9. Updates to this Notice

This Notice was updated in June 2021. Any amendment or update to this Notice we will make available to you [here](#). Please visit the UBS website frequently to understand the current Notice, as the terms of this Notice are closely related to you.

10. List of UBS employing entities covered by this Notice

Entity Name	Registered Address
UBS Asesores México, S.A. DE C.V.	Avenida Pedregal No. 24 – Piso 11, Colonia Molino del Rey, Ciudad de México, México, 11040
UBS Casa de Bolsa, S.A. DE C.V	Avenida Pedregal No. 24 – Piso 11, Colonia Molino del Rey, Ciudad de México, México, 11040
UBS Servicios, S.A. DE C.V.,	Avenida Pedregal No. 24 – Piso 11, Colonia Molino del Rey, Ciudad de México, México, 11040

11. Consent

By providing you with this Notice, you consent to the treatment of your Personal Data by UBS as described in this Notice unless you provide an express objection, by sending an email to sh-hr-data-requests-snow@ubs.com.

Your consent applies to your Personal Data, whether the consent is provided as a result of this Notice: personally or through any third party; through any other electronic, optic, sound, audio visual means, or through any other technology or means available to UBS. It shall not be necessary to obtain an express consent for Processing the Personal Data if it is aimed at performing the obligations arising from a legal relationship between you and UBS, or in respect of the events referred to in Article 10 of the Act, including but not limited to fulfilling obligations under a legal relationship between you and UBS. All of this is without prejudice to your right to exercise the ARCO Rights upon the terms of the Act, and to exercise any right through the communication process established in this Notice.

If you have any questions or comments about this Notice, please contact the Group Data Protection Office at the following email address: dpo-americas@ubs.com