

GRUPOHABITA

SIMPLIFIED PRIVACY NOTICE CANDIDATES AND EMPLOYEES

This privacy notice governs the processing of personal data by Grupo Hotelero Habita, S.A. de C.V., Habita Zicatela, S.A. de C.V., La Ejecutora del Pacífico S.A. de C.V., Operadora de Hoteles Oaxaca Punta Altares, S.A. de C.V., Hoteles de Concepto, S.A. de C.V., Otroax, S. de R.L., Operación Hotelera Escondido, S.A. de C.V., Agrícola Lomas de Arena, S.A. de C.V., Turismo Costa Esmeralda, S.A. de C.V., as appropriate, commercially known as “GRUPO HABITA”, to which we will refer hereinafter under this denomination, domiciled at Lago Iseo 77, Anahuac I Section, Miguel Hidalgo, Mexico City, C.P. 11320, in their capacity as Responsibles, who will treat the personal data that concerns you as the owner of your personal data, in order to protect your privacy and your right to informational self-determination, as provided by the Federal Law on Protection of Personal Data in Possession of Individuals (aka “LFPDPPP”), its Regulations and the Privacy Notice Guidelines issued by the Secretariat of Anticorruption and Good Governance (“the Ordinances”).

At GRUPO HABITA we treat your personal data in order to carry out the activities and efforts focused on complying with the obligations originated and derived from any labor and / or legal relationship that we establish with you and that we consider necessary purposes, which include:

A) Candidate to employee

- i) Confirm you identity and contact information;
- ii) Manage the recruitment and selection process;
- iii) Perform reviews of personal data and supporting documentation to verify the information provided, either through third parties or through the Human Resources Area;
- iv) Review and verify work history;
- v) Confirm economic status; and,
- vi) Manage and control your access for security purposes;
- vii) Video record our facilities for security purposes;
- viii) Allow the management, administration and security of your personal data; and,
- ix) Maintain physical, electronic and procedural safeguards of your personal data in terms of the applicable legislation and regulation.

B) Employees

- i) Participate in the process of recruitment and selection of employees, from which a record will be formed; in case of being selected and once verified the information and documentation provided to GRUPO HABITA and covered the entry requirements;
- ii) Perform reviews of personal data and supporting documentation to verify the information provided, either through third parties or through the Human Resources Area;
- iii) Celebrate the individual employment contract, and when appropriate, the confidentiality contract and other contracts that may be required under current regulations and the operation requirements of GRUPO HABITA;
- iv) Send your data to contract with third parties services related to your work benefits such as the administration and management of bank account numbers – credit or debit – for payroll payment through electronic funds transfers to your employee bank account – whether you already have it, or be open for such purposes – the administration of social security benefits; when appropriate, the contracting of insurance for major medical expenses, when appropriate, life insurance, as well as insurance against accidents and other benefits;
- v) Manage remunerations, contributions, as well as salaries, taxes and contributions of personnel;
- vi) Manage your information to ensure the correct integration of your data and your file;
- vii) Prepare and submit proof of work, work references and documents requested by the employee;
- viii) Establish control and monitoring measures for assistance, vacations, disabilities, physical access to the facilities of GRUPO HABITA and its clients;
- ix) Manage the process of assigning and monitoring tools, work equipment, technological resources, and other resources, including computer systems, telecommunications equipment and institutional email account, with their corresponding access controls – including user assignment of network, and the use of logbooks or other instruments;
- x) Manage security by applying the necessary legal norms in terms of safety, hygiene and contingencies, evacuation and emergency plans; apply exams and evaluations to personnel related to security policies;
- xi) Establish measures to monitor and control the entry and exit of assets, tools and, in general, articles from the facilities of GRUPO HABITA and its customers;
- xii) Comply with the procedures provided for in labor, immigration, tax and social security regulations, including but not limited to, affiliation to IMSS, INFONAVIT and / or SAR, the payment of employer labor fees, before the IMSS, INFONAVIT and SAR, the payment of insurance fees for work risk, the withholdings, integers and payments of taxes and fees, the conservation of records, among other procedures and requirements provided by law;
- xiii) Allow the management, administration and security of your personal data;
- xiv) Maintain physical, electronic and procedural safeguards of your personal data in terms of the applicable legislation and regulation.

Additionally, we will process your personal data for other voluntary purposes, which do not give rise to or are necessary for the legal and / or employment relationship we establish with you, which include:

A) Employees

GRUPOHABITA

- i) Manage internal communication and work environment;
 - ii) Manage the verbal, written and electronic means of communication with the staff, in order to send you the notification of campaigns, notices and / or institutional and / or promotional messages;
 - iii) Share your contact information with companies or service providers with which GRUPO HABITA has a commercial agreement to offer you promotions and / or special benefits for being an employee of GRUPO HABITA;
 - iv) Maintain an updated database of staff and a directory;
 - v) If applicable, manage benefits to the family of the staff (major medical expenses insurance service);
 - vi) Implement management programs on performance, assessment, training and formation on employee skills and competencies;
 - vii) Manage employee obligations through lawsuits and administrative procedures such as alimony, FONACOT loans, INFONAVIT loans and other obligations with the IMSS and SAR.
 - viii) In case of violation of the legislation, contracts, the Internal Labor Regulations and / or to and the policies, apply the disciplinary measures conducive; if applicable, process and document the termination of the employment relationship, as well as the corresponding settlement observing the provisions of the Federal Labor Law and other applicable legislation;
 - ix) Implement video surveillance cameras systems for security and loss prevention purposes in GRUPO HABITA facilities and buildings, and
 - x) Manage security incidents.
- B) Employee Candidates**
- i) Implement video surveillance cameras for security and loss prevention purposes in GRUPO HABITA facilities and buildings, and
 - ii) Manage security incidents.

You can exercise your rights of access, rectification, cancellation and opposition to the processing of your data, as well as limit its use and disclosure, or revoke your consent, through the means that our Privacy Officer makes available to you in the privacy notice integral available on our website: <https://www.grupohabita.mx/privacidad/>, where we will publish the changes made together with the date of the last update.

For the purpose of giving your express consent for the processing of data described in this Privacy Notice, we ask you to sign this document and deliver it to our Privacy Officer, or type the accept button in the leading section of the window of dialogue of our website.

I hereby give my express consent to obtain, process, transfer and use the personal data described in this Privacy Notice.

Mechanism in printed format:

Name: (Complete)

Signature: (Sign)

Date: (Complete)

Online mechanism:

☐ I do not consent to my personal data being transferred in the terms indicated in this privacy notice.

☐ I expressly accept the terms and conditions of this privacy notice:

I agree
(Type here)

Last update: November 10, 2025.