



**Patronato
Pro Niños**
de San Miguel de Allende, A.C.

COMPREHENSIVE EMPLOYMENT PRIVACY NOTICE

In order to provide you with better service in processing your job application, as well as in connection with any employment or collaborative relationship that may arise, PATRONATO PRO NIÑOS DE SAN MIGUEL DE ALLENDE, ASOCIACIÓN CIVIL, hereinafter PRO NIÑOS DE SAN MIGUEL, must collect certain personal information and will be responsible for collecting your personal data, for the use made of such data, and for its protection.

PRO NIÑOS DE SAN MIGUEL is domiciled at Avenida Reforma No. 75-C, Colonia Ignacio Ramírez, in the city of San Miguel de Allende, State of Guanajuato, Postal Code 37700.

Your personal information will be used solely and exclusively to analyze your job application and, where applicable, for purposes of your hiring and employment relationship and/or service-provision relationship with the association; to inform you of changes in internal policies and employment matters; to comply with labor, tax, and social-security obligations before the competent authorities under applicable law; and for statistical purposes. All of these purposes are necessary for the legal and employment relationship that you will maintain with PRO NIÑOS DE SAN MIGUEL. Such information will be shared only with other legal entities with which we have a commercial or service relationship.

For the aforementioned purposes, and subject to applicable legal provisions, we require, among other things, the following personal data: name; nationality; gender; place and date of birth; marital status; occupation; address; level of education; résumé or curriculum vitae; length of residence at your current address; length of service in your most recent employment or business; approximate monthly income; salary expectations; number of financial dependents; Federal Taxpayer Registry number (RFC); Unique Population Registry Code (CURP); social-security registration and enrollment with the Mexican Social Security Institute (IMSS); INFONAVIT loan number, where applicable; a copy of your identification; a copy of your driver's license only if a vehicle will be assigned to you; a copy of your birth certificate; a copy of your marriage certificate; a copy of proof of address; a copy of proof of education; and your professional degree and professional license if you will provide professional services. We also require two employment references and two personal references, whom we may call solely to request references concerning you; your home, mobile, and office or business telephone numbers, as well as your email address; information as to whether you belong to a labor union, for purposes of governing your collective labor relations; and your shirt size only if a uniform will be assigned to you. If you are pregnant, you must inform us immediately so that you are not required to perform activities that involve or expose you to a health risk, or activities that require you to remain standing for extended periods. We also require the name, address, telephone number, and email address of an emergency contact. All of these data are collected directly and personally when you provide them to us, after this Comprehensive Employment Privacy Notice has been made available to you, through our personnel, by telephone, in writing, orally, by email, or by any other means. No data considered sensitive under the Federal Law on Protection of Personal Data Held by Private Parties will be requested from you beyond those already mentioned in this paragraph.

Such information will be treated as strictly confidential and will be properly stored, safeguarded, and subsequently deleted once our legal relationship has ended and the information-retention periods

**CUIDANDO
A NUESTROS**



(415) 152-7796 Office/Oficina



info@patronatoproninos.org



Ave. Reforma 75C, Fracc. Ignacio Ramírez
San Miguel de Allende. 37748. Gto. Mex.

www.patronatoproninos.org



**Patronato
Pro Niños**
de San Miguel de Allende, A.C.

imposed upon us by various legal provisions have elapsed. PRO NIÑOS DE SAN MIGUEL undertakes to use its best efforts to protect the security of the personal data provided by THE DATA SUBJECT, through the execution of the necessary legal instruments and the use of technologies that control unauthorized access to, use of, or disclosure of personal information. For this purpose, the information will be stored in restricted-access databases located in controlled facilities equipped with security mechanisms. PRO NIÑOS DE SAN MIGUEL further undertakes to ensure that information provided by THE DATA SUBJECT is treated as confidential by its personnel and used with full respect for privacy.

Your personal data will be processed in accordance with the principles of legality, quality, consent, information, purpose, loyalty, proportionality, and accountability described in the Federal Law on Protection of Personal Data Held by Private Parties.

You have the right to access the personal data in our possession and the details of its processing, in printed or electronic form, according to the manner in which you request it; to rectify such data if it is inaccurate or incomplete; to cancel it in cases where cancellation is legally available, when you consider that it is not required for any of the purposes stated in this Employment Privacy Notice or is being used for purposes to which you did not consent; to object to its processing for specific purposes; and to revoke any consent you have granted for such purpose, where legally permitted, provided that doing so does not conflict with obligations relating to compliance with labor requirements generally. The mechanisms implemented for the exercise of these ARCO Rights (Access, Rectification, Cancellation, and Objection) are available directly at the offices of PRO NIÑOS DE SAN MIGUEL, where you may review your file. Where applicable, you must provide a clear and precise description of the personal data with respect to which you seek to exercise any right of access, rectification, cancellation, objection, or revocation, as well as any other item or document that facilitates locating the personal data. If the information is to be modified, you must state the reason for the modification and attach supporting documents. Your request will be decided within a maximum of twenty business days, counted from the day following receipt of your request, and the response regarding whether it is granted will be delivered to the address designated by you for that purpose, via the Internet, or directly at the offices of PRO NIÑOS DE SAN MIGUEL. If your request is granted, it will be implemented within fifteen business days following the date the response is issued. The procedure is free of charge, except for photocopying and shipping expenses, where applicable.

If the request submitted by THE DATA SUBJECT contains any inconsistency or lacks any data or information, within the aforementioned period PRO NIÑOS DE SAN MIGUEL will notify you of the omission and request the missing information or clarification. In that case, the response period will begin when the deficiency has been corrected.

If you are not hired, your data will not be shared with other individuals or legal entities.

For any information, questions, clarifications, or complaints, you may contact us by telephone at 415 152 9270, submit a written request at our offices, or email info@patronatoproninos.org.

We undertake not to transfer your personal information to third parties without your consent, except as provided in Article 37 of the Federal Law on Protection of Personal Data Held by Private Parties. In all such cases, PRO NIÑOS DE SAN MIGUEL is obligated to carry out the transfer under the terms

**CUIDANDO
A NUESTROS**



(415) 152-7796 Office/Oficina



info@patronatoproninos.org



Ave. Reforma 75C, Fracc. Ignacio Ramírez
San Miguel de Allende. 37748. Gto. Mex.

www.patronatoproninos.org



**Patronato
Pro Niños**
de San Miguel de Allende, A.C.

established by that law, because in providing its services it is necessary to transfer your personal information to our suppliers and business partners; to our service providers and supervisors in the fields of health, dentistry, psychology, nutrition, and other similar fields or fields appropriate to addressing the needs of minors assisted by the association; to individuals or legal entities that make donations to us, exclusively for informational or statistical purposes; to the provider that supervises and maintains our systems and databases; and to auditors, accountants, and attorneys, all by reason of the nature of their activities. It may also be transferred to the administrative personnel and suppliers of PRO NIÑOS DE SAN MIGUEL in order to carry out the indicated procedures and services that are necessary and/or appropriate for compliance with administrative, tax, and legal obligations and for the development of the activities carried out by PRO NIÑOS DE SAN MIGUEL, and who, by the nature of their work, may have access to the personal information of our employees and collaborators; and to federal and state institutions and agencies to which we are required to submit reports concerning our employees and collaborators. In all such cases, the transfer of your data is necessary without your express consent.

In every data transfer, PRO NIÑOS DE SAN MIGUEL undertakes to carry it out under the terms established by the Federal Law on Protection of Personal Data Held by Private Parties, and we undertake in such case to ensure compliance with all legal provisions governing the protection of personal-data transfers and that this Employment Privacy Notice is respected at all times by us and our partners.

We reserve the right to modify or update this Employment Privacy Notice at any time in response to financial or legislative developments, internal policies, or new requirements arising from the employment or service-provision relationship. These modifications will be made available to our employees and the public through the following means: (i) notices displayed visibly in our offices; (ii) our website, www.patronatoproninos.org, in the Privacy Notice section; or (iii) delivery to the most recent email address you have provided to us.

THE DATA SUBJECT is responsible for reviewing this Employment Privacy Notice for any update or modification that may affect their interests. PRO NIÑOS DE SAN MIGUEL will not be responsible if THE DATA SUBJECT is unaware of modifications to this Employment Privacy Notice; its responsibility is limited to that stated in the preceding paragraph.

Failure by THE DATA SUBJECT to express disagreement with the terms and conditions set forth in this Employment Privacy Notice constitutes adherence to, consent to, and authorization of all of its terms.

If you believe that your right to personal-data protection has been infringed by any conduct of our employees or by our actions or responses, or if you believe that the processing of your personal data violates any provision of the Federal Law on Protection of Personal Data Held by Private Parties, you may file the corresponding complaint or report with the Directorate of Transparency for the People of the Ministry of Anticorruption and Good Government. For further information, visit www.transparencia.gob.mx or call 55 5004 2400.

Last updated: July 29, 2026.

**CUIDANDO
A NUESTROS**



(415) 152-7796 Office/Oficina



info@patronatoproninos.org



Ave. Reforma 75C, Fracc. Ignacio Ramírez
San Miguel de Allende. 37748. Gto. Mex.

www.patronatoproninos.org