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**Effective Date: June 2018**

## **Privacy Statement**

BEPC Inc. and companies, BEPC Ingeniería de México, S. de R.L. de C.V. (referenced herein as “we,” “us,” “our” or “BEPC Inc. and Companies”) developed this Online Privacy Notice to assist end users in understanding our commitment to safeguarding the use of personally identifiable information (PII). The following policy summarizes BEPC Inc. and companies gathering and use practices of PII, explains the use of information we collect, use, share, retain, your choices and rights and those of individuals who use our websites, apply for or use our employment or outsourcing services, service providers, customers and suppliers. BEPC Inc. and companies support the various global, international and local privacy laws, and has procedures for maintaining compliance to meet the requirements of those laws. BEPC Inc. and companies reserves the right to update and change its information collection, disclosure, or use practices or changes in law. Any changes to this Privacy Notice will be highlighted for a reasonable length of time. If you have any questions regarding this Privacy Policy please contact the Compliance Director at: [amcleroy@bepcinc.com](mailto:amcleroy@bepcinc.com).

## **Information We Collect**

BEPC Inc. and companies is globally connected with organizations to enhance accessibility and attract the best talent for customers and partners in reaching their business goals and best talent acquisition, thus providing candidates an opportunity to worldwide career paths. We collect, store, and use PII for the use of recruiting, employment, and consulting. The PII is provided by you during the time you submit an application, interview, phone conversation, employment engagement with our customers, and recruitment. The following PII may be collected:

- Name, address, email address and telephone numbers
- Registration Information from our website
- Education and skills, i.e., qualifications, work-related skills, awards, certifications, proficiencies
- Technical Information such as IP address, login information, Internet Protocol
- Publicly job boards, professional social media websites
- Demographic Data
- Website Data
- Cookies
- Information you provide when you register with the Website

## **How We Use Your Information**

- **Personal Contact Information**  
In compliance with applicable laws and government regulations PII is used for business and legitimate interest, to perform job contracts, as applicable by law. (BEPC Inc. and companies will obtain prior consent from you). PII is also used to provide the services you are requesting, if you are applying for a job, for purposes of staffing, recruiting, talent acquisition, and workforce inquiry.

- **Registration Information from our website**  
Respond to your communication regarding services requested; monitor usage for analytical studies, location data and computer data.
- **Professional Information**  
Professional Information is used for employment and recruiting purposes, management of employment services, qualifications and placements
- **Technical Information**  
Technical Information from visitors to our site(s), login information, device location, internet protocol, track and collect information, certain data usage
- **Public, Social Media Websites**  
Build and Maintain Social Media Presence and branding, market and culture awareness
- **Demographic Data**  
To maintain compliance as a staffing agency, recruiter, and consulting agency.
- **Cookies**  
Cookies are used to track user traffic, determine efficiency of website. You can set your browser to warn you before accepting cookies and refuse once you receive the alerts. Information on browsers and how to adjust are located on the following websites:

Apple Safari: Blocks cookies by default and accepts cookies only from your current domain. To change, click Safari, Preferences, Security, and choose your preference.

Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

Google Chrome: <https://support.google.com/accounts/answer/61416>

Microsoft Internet Explorer: <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>

We may disclose PII when legally required to do so in accordance with government request, regulations, or legal proceedings. BEPC Inc. and companies may also disclose PII to protect against misuse or unauthorized use of the Website or as is otherwise required to limit legal liability, or to protect or defend the rights, property, or safety of BEPC Inc. and companies, users, or others.

### **Where Your Information May Be Shared**

As required by law, we will disclose PII to international, federal, state or local law. Only upon consent from you will this information be shared. You have the right to withdraw this consent if:

- Employment Contract is in jeopardy
- You are trying to avoid serious risk for yourself or others
- Necessary for substantial public interest, such as EEOC monitoring

This information is shared for the following reasons:

- Ensure the employment engagement
- Manage training and development
- Network and information security
- Assist with your request for employment, placement, or job-matching

As a global operation, we may share your information with our international entities, customers, suppliers, partners, and service providers. Your PII will be shared with other countries outside of your country of permanent home address, which may differ in data protection laws. BEPC Inc. and companies will protect your PII as stated in our Privacy Statement and will abide by all worldwide applicable laws.

## **Data Retention**

In compliance with the laws, regulations, and other binding authority your PII will be retained as long as necessary and in agreement between you and BEPC Inc. and companies in order to provide you the service and maintain compliant with other legal purposes such as audits, fraud prevention, legal and security requirements. Your PII will be protected in accordance with the terms of this Privacy Statement.

## **Children's Privacy**

BEPC Inc. and companies are committed to the safety of children on the Website and encourage parents and guardians to monitor their children's use of the Internet. Although the Website is suitable for a general audience, it is intended for use only by users over 13 years of age. BEPC Inc. and companies do not knowingly solicit PII from children under the age of 13 and reserve the right to limit participation in particular activities on or through the Website to individuals above a certain age.

## **Data Security**

BEPC Inc. and companies has implemented commercially reasonable technical organizational security measures to protect PII submitted by you under our control against accidental loss, unauthorized access, misuse, disclosure, or alteration. We cannot guarantee the absolute security, integrity, and privacy of any or all information exchanged between you and us through the Website,

## **California Privacy Rights**

California Civil Code Section 1798.83 permits users of the Website who are California residents to request certain information regarding our disclosure of personal information to third parties for such third parties' direct marketing purposes. To make such a request, please write to us at: [amcleroy@bepcinc.com](mailto:amcleroy@bepcinc.com)

## **México Privacy Rights**

BEPC Ingeniería de México, S. de R.L. de C.V. is responsible for the use of the website, its usage of PII is pursuant to the terms established by the Mexican Federal Law for Protection of Personal Data in Possession of Private Parties ("LFPDPPP") You have the right to limit the use and disclosure of PII, however not limiting the usage for the purpose of recruiting, employment and placement. You may refuse to receive messages to your telephone numbers, and emails by sending a request via email to: [amcleroy@bepcinc.com](mailto:amcleroy@bepcinc.com). In accordance with the LFPDPPP, you have the right to access your PII, correct inaccurate information, return and request personal data free of charge within 20 (twenty) business days. If you feel your data privacy has been infringed you may submit a complaint before the Federal Institute for Access to Information and Data Protection-Instituto Federal de Acceso a la Información Pública (IFAI) For further information visit [www.ifai.org.mx](http://www.ifai.org.mx).

## **Choice and Privacy Rights**

You have the right to request the PII we collected, request us to correct, delete and object to any PII collected for the purpose of employment, recruiting and placement. Applicable by law, we may charge a reasonable fee for such request. BEPC Inc. and companies respects and complies by all applicable data protection laws and the right to all Privacy Rights.