

SHELL MÉXICO

PRIVACY NOTICE FOR JOB APPLICANTS

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1. Identity of the Data Controller

Shell México, S.A. de C.V. and its affiliated and subsidiary companies, hereinafter referred to as the “Data Controller”, with address at Av. 2 de Octubre 711, Zona Industrial, San Pedro Garza García, Nuevo León, Mexico, C.P. 64650, establishes the terms applicable to the processing of personal data in compliance with the Federal Law on the Protection of Personal Data Held by Private Parties (LFPDPPP), and observes the principles of data protection, including maintaining information that is pertinent, accurate, up-to-date, exact, and complete.

2. Personal data subject to processing

To carry out the purposes described in this Privacy Notice, the Data Controller will collect the following categories of personal data:

- Identification data
- Contact data
- Employment data
- Academic data
- Tax data
- Health data (classified as sensitive, e.g., pre-employment/fitness medical examinations, only when required for the position and subject to prior express consent)
- Evaluations and tests (classified as sensitive)
- Information and document verification

Personal Data of Minors

Recruitment and selection processes are intended exclusively for individuals of legal age; therefore, we do not collect or process personal data of minors. If, by any means, we receive personal data belonging to a minor, such data will be securely and promptly deleted in accordance with applicable regulations.

3. Purposes of the Processing

Primary Purposes

- Administer and document the recruitment and selection process.
- Contact you to coordinate interviews.
- Validate references and verify the authenticity of the information and documents provided by the candidate.
- Retain résumés for future vacancies.
- Conduct medical/fitness examinations related to the position*
- Administer psychometric evaluations.*

*In these cases, express consent will be obtained in advance through the designated forms and authorized channels.

Secondary Purposes

Your personal data is not used for any secondary purposes

4. Source of Obtaining Personal Data

The Data Controller obtains personal data directly from the data subject through the application process, submission of a résumé/CV, interviews, assessments, or any other means by which the candidate voluntarily provides such information. Likewise, if personal data is received through third parties - such as recruitment platforms, talent search firms, assessment providers, or employment references- such data will be obtained in accordance with applicable legislation and solely for the purposes described in this Privacy Notice.

5. Transfer of Personal Data

The Data Controller may carry out national and international data transfers when necessary to fulfill the purposes described. Transfers to (i) companies within the same corporate group operating under common processes and policies; (ii) competent authorities; (iii) insurance companies and benefit providers; (iv) third parties with whom there is a legal relationship linked to the commercial relationship; and (v) service providers acting on behalf of the Data Controller, will be carried out according to the legal provisions that do not require the data subject's consent.

In all cases, only the information that is necessary and proportional will be transferred, adopting contractual, administrative, technical, and physical measures to safeguard its confidentiality, integrity, and availability.

When a transfer requires consent, the Data Controller will provide clear and free mechanisms for the data subject to accept or reject the transfer before it is carried out.

6. Limitation of Use or Disclosure of Data

The primary purposes arising from the commercial relationship cannot be subject to limitation, as they are based on the Data Controller's legal, contractual, or administrative obligations. This Privacy Notice does not include secondary purposes; therefore, there is no additional data processing that may be subject to limitation of use or disclosure.

7. Rights of Access, Rectification, Cancellation, and Opposition (ARCO)

The data subject or his/her legal representative may exercise ARCO Rights by submitting a request to the email privacidad-datos@iconn.com.mx, or by delivering it in person at Av. 2 de Octubre 711, Zona Industrial, San Pedro Garza García, Nuevo León, Mexico, C.P. 64650, Monday through Friday from 10:00 a.m. to 1:00 p.m.

The request must contain at least the following information:

- Full name of the data subject
- Preferred means to receive the response (email, telephone, or address)
- The right to be exercised (one per request)
- A copy of valid official identification; if a representative acts on behalf of the data subject, documentation proving representation
- If applicable, documents supporting the requested rectification or update
- Information that facilitates the location of the personal data

If additional information is required, the Data Controller will contact the data subject within 5 business days following receipt of the request. The data subject will have 10 business days to respond to the request for additional information.

The Data Controller will issue a resolution within 20 business days from receipt of the request or from the date the additional information was provided, and, if applicable, will enforce the granted right within 15 business days thereafter. The response will be provided through the same means used by the data subject unless another method is indicated.

For general questions about this Privacy Notice or ARCO Rights—including the right to object to automated processing—the data subject may write to privacidad-datos@iconn.com.mx using the subject line “ARCO Rights Information”.

8. Changes to this Privacy Notice

The Data Controller may modify or update this Privacy Notice when there are changes in applicable legal requirements, internal processes, new data processing purposes, or when additional personal data is collected.

Any modification will be published and made available to data subjects through the same means used for the original notice, and, where applicable, on the website where this document is hosted.

The current version of this Privacy Notice will remain continuously available for consultation.

9. Retention, Blocking, and Deletion of Personal Data

Personal data will be retained only for the time necessary to fulfill the purposes described in this Privacy Notice, during the commercial relationship, and for any additional periods established by applicable legal provisions. During this time, the Data Controller will seek to maintain accurate and complete information in accordance with the quality standards established by current legislation.

When the data is no longer necessary, it will be subject to a blocking period, during which it may not be processed and will be retained solely to determine potential liabilities until the applicable statutes of limitations.

Once that period has ended, the data will be permanently and securely deleted, in accordance with applicable regulations and the Data Controller's internal policies.

10. Competent Authority

If, after exercising your rights with the Data Controller, you believe that the Federal Law on the Protection of Personal Data Held by Private Parties has been violated, you may file a complaint with the Secretariat of Anti-Corruption and Good Governance, the competent authority in matters of personal data protection.

Last updated: June 1, 2026