

Global Privacy Notice for Employees and Candidates.

Your privacy is important to Payretailers. We respect the privacy rights of all individuals, and we are committed to handling personal data responsibly and in accordance with applicable laws.

This privacy notice explains what personal data Payretailers processes about you, how we use it, and your rights to this personal data.

PayRetailers refers to the companies belonging to the Payretailers Group that are listed in Annex I of this Notice.

The processing of your personal data includes any operation performed on such data, whether automated or not, such as the collection, recording, organization, storage, use, communication, or deletion of personal information, either by PayRetailers or by authorized service providers acting on its behalf.

What personal data will we use and how do we obtain it?

PayRetailers may collect your personal data directly from you—for example, when you submit a job application through our internal job board, by email, or using other recruitment channels. PayRetailers may also obtain personal data indirectly from publicly available sources—such as professional social networks or external job boards—only when such collection is relevant to the recruitment process and carried out in accordance with applicable data-protection laws.

If you are an **employee**:

As part of your employment relationship, PayRetailers may process the following categories of personal data:

Identification and contact data: name, address, email, phone number, national ID or passport number, date of birth, nationality.

Employment and HR data: position, department, work location, employment history, performance evaluations, training records, attendance, leave, disciplinary actions.

Payroll, tax, and social security data: bank account information for salary payments, tax identification number, compensation details, benefits, pension and social security information.

Immigration and right-to-work data: for non-national employees, information required under immigration and labor laws (citizenship, residence or work permit, visa details).

IT and security data: corporate email address, user IDs, login and access logs, use of company devices and systems, badge access records.

Health and occupational health data: limited to information required to comply with health and safety obligations, medical fitness for work, disability accommodations, or accident reports, handled under employment and social protection law.

Emergency contact and beneficiary information: identity and contact details of persons you designate for emergency or benefits purposes.

Images: photographs or videos used for internal communication purposes. Any external or promotional use of images will rely on your prior consent or a separate notice.

In specific cases, PayRetailers may also process:

Criminal record data, only when required or expressly authorized by applicable law for specific roles, obtained through official channels and processed with appropriate safeguards.

If you are a **candidate:**

PayRetailers may process the following categories of personal data, as necessary to evaluate your application and manage the recruitment process:

Identification and contact data: name, address, email, phone number, ID or passport details, date of birth, nationality.

Employment and academic background: curriculum vitae, job history, professional qualifications, education, skills and references.

Immigration and right-to-work information: data required to confirm your legal right to work in the relevant country (e.g., residence or work permit, visa).

Assessment data: results of interviews, technical tests, and competency or psychometric evaluations conducted as part of the recruitment process.

Compensation-related information: only where necessary to evaluate remuneration expectations or prepare an employment offer.

[Personal data of third parties.](#)

In certain cases, PayRetailers may receive personal data of third parties—for example, professional references, emergency contacts, or beneficiaries—provided by employees or candidates. Such data will be used solely for the specific purpose for which they were collected (e.g., verifying a reference or managing an emergency) and will be handled in accordance with this Privacy Notice.

PayRetailers takes appropriate measures to protect the confidentiality and security of such information and does not use it for any unrelated purpose.

[What are the purposes of the processing?](#)

PayRetailers processes **employee** personal data for the following purposes:

Employment administration and HR management: To establish, manage and administer the employment relationship, including recruitment, onboarding, payroll, benefits, performance management, and termination of employment.

Legal and regulatory compliance: To comply with labor, tax, social-security, health-and-safety and other legal obligations applicable to the employer.

Training and professional development: To plan and manage workforce development, training, and career progression.

Compensation and benefits management: To manage compensation, benefits, and other employment-related programs, including employee assistance or wellness initiatives, where applicable.

IT systems and information security: To administer IT systems, monitor access and usage of corporate resources, and ensure information-security and business-continuity measures.

Health, safety and emergency management: To manage emergency contacts, accident reporting and occupational-health processes.

Audits, compliance, and internal investigations: To conduct internal audits, compliance checks, and investigations when necessary to detect or prevent fraud, misconduct, or breaches of company policy.

Internal communications and corporate identity: To handle internal communications, maintain corporate directories, and use employee images for internal communication purposes.

Disciplinary and conduct management: To address disciplinary matters and conduct investigations, including investigating wrongful acts or potential violations of internal policies, obtaining information relevant to incidents involving employees, and administering and enforcing disciplinary actions.

Legal defense and record preservation: To preserve evidence, respond to official requests, and exercise or defend legal claims.

PayRetailers processes **candidates** personal data for the following purposes:

Application management: to receive, review, and evaluate your job application, CV, and supporting documentation, and to determine your suitability for the position.

Assessment and interviews: to organize and conduct interviews, technical or psychometric evaluations, and other assessments required to evaluate your skills, experience, and qualifications.

Reference verification: to verify academic, professional, or employment information and references you have provided, including, when applicable, verifying your right to work or residency status.

Communication: to maintain contact with you during the selection process, provide updates about your application, or communicate potential employment offers.

Compliance: to comply with legal or regulatory obligations applicable to recruitment, including diversity and equal opportunity requirements.

Record-keeping: to document the recruitment process for transparency, internal control, or legal defense purposes, for the period required by applicable law.

Future opportunities: with your explicit consent, to retain your application data for a limited time in order to contact you regarding future vacancies within PayRetailers.

Legal basis for processing

PayRetailers processes personal data only when a valid lawful basis applies under applicable data protection laws.

We process **candidate** data as necessary to evaluate applications and manage the recruitment process (pre-contractual measures), comply with hiring or equal-opportunity regulations (legal obligations), maintain recruitment records and ensure fair selection processes provided that such interests are not overridden by candidates' rights and freedoms (legitimate interests). With the candidate's explicit consent, we may retain their application data for a limited period for consideration in future job opportunities within the PayRetailers Group.

We process **employee** data to perform and administer the employment relationship (performance of contract), to comply with labor, tax, social-security, health-and-safety, and other obligations (legal obligations), support internal administration, IT and physical security, and compliance purposes, provided that such interests do not override employees' rights and freedoms (legitimate interests), where required or appropriate under local law, or for voluntary programs or communications (consent).

We process **special categories** of personal data only where permitted or required by law (for example, for occupational health, employment, or social-protection purposes), or, where necessary, based on explicit consent. We process criminal-record data only when required or expressly authorized by law for specific roles, and always subject to appropriate safeguards.

This section is not exhaustive: if we rely on a different lawful basis for a particular activity or for a new compatible purpose, we will inform you in advance and obtain consent where the law requires it.

How long do we store your personal data?

We will keep your data only for the period strictly necessary for the respective purposes of the processing or for the legal period, if applicable. Specific retention periods are defined in accordance with internal policies and legal obligations applicable in each country.

Who do we share your data with?

PayRetailers operates as a global group with entities and systems located both within and outside the European Economic Area (EEA). Accordingly, personal data may be transferred or accessed across jurisdictions for legitimate business, operational, or compliance purposes.

Intra-group transfers: Personal data may be shared between PayRetailers Group entities listed in Annex I, following the Group's internal data protection standards and Binding Corporate Rules, which ensure an equivalent level of protection regardless of location.

Service providers: Third-party service providers acting on behalf of PayRetailers are bound by contractual obligations to process personal data only under our instructions and to implement adequate security measures.

PayRetailers does not sell or disclose personal data to unauthorized third parties. All international data transfers are performed in accordance with applicable data protection laws and with safeguards ensuring the confidentiality, integrity, and security of personal information.

[How can you exercise your privacy rights?](#)

Under data protection laws, you have several rights regarding your personal information:

Access: You can ask to see the personal information we hold about you and to understand how we use it.

Correction: You can ask us to correct any information that is wrong, incomplete, or out of date.

Deletion: You can ask us to delete your information when it is no longer needed or if it was used incorrectly.

Restriction: In some cases, you can ask us to temporarily stop using your information—for example, while we check if it is accurate.

Objection: You can object to us using your information for certain purposes, such as when we rely on our legitimate business interests.

Withdraw consent: If you have given consent for a specific use of your data, you can withdraw it at any time.

To use any of these rights, just email us at privacy@payretailers.com. We may ask you to confirm your identity before we can process your request. We will respond within the time limits set by law, and if you are not satisfied with our response, you can also contact your local data protection authority.

[Security of personal data](#)

PayRetailers implements and maintains appropriate technical and organizational measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access.

These measures include, among others, access controls, encryption and secure storage, network and system protection, periodic security assessments, and staff training on data protection and confidentiality.

All PayRetailers Group entities and authorized service providers are required to apply equivalent levels of protection and to handle personal data only in accordance with PayRetailers' security and data-protection policies.

[How can you find out about changes to this privacy notice?](#)

PayRetailers may update this Privacy Notice from time to time to reflect changes in legal requirements, internal practices, or business operations.

Any material updates will be communicated through our HR platform or other internal communication channels (such as email or intranet notice). The date of the latest version will always appear at the bottom of this document so that employees and candidates can identify when it was last updated.

Last updated: October 2025

Annex 1 - Entities covered by this Privacy Policy

This policy applies to all entities belonging to the Payretailers group, which act as employers or data controllers for employees, candidates and job applicants.

Certain entities within the group may also act as data processors when providing centralized human resources, IT, or administrative services under intra-group agreements, in accordance with the approved Binding Corporate Rules.

As of the date of the last update, the entities covered in this policy acting as data controllers include:

	Location	Entity
1	Barcelona, España	MT Capital Ventures SL
2	Barcelona, España	PAYRETAILERS GROUP, S.L.U.
3	Barcelona, España	PAYRETAILERS LATAM HOLDINGS, S.L. (Unipersonal)
4	Barcelona, España	PAYRETAILERS TECHNOLOGIES, S.L.U.
5	Bogotá, Colombia	Pretailers S.A.S.
6	Buenos Aires, Argentina	Pay Retailers ARG S.R.L.
7	Ciudad de México, México	Pagos en Retail SA de CV
8	Ciudad de México, México	Pay Retailers Group S.A de C.V.
9	Douglas, IOM	Open Payment Technologies Ltd
10	Lima, Perú	Pay Retailers Perú S.A.C.
11	Londres, UK	Open Payments Technologies (UK) Ltd
12	Quito, Ecuador	Payretailers EC S.A.
13	San José, Costa Rica	Pay Retailers Costa Rica S.R.L.
14	Santiago, Chile	PAYRETAILERS CHILE SpA.
15	Sao Paulo, Brasil	Pay Retailers Br Serviços De Pagamentos Ltda.
16	Sofia, Bulgaria	Open Payment Technologies BG Ltd
17	Sofia, Bulgaria	PayRetailers SOF Ltd