



## Privacy Notice

This privacy notice (the "**Privacy Notice**") is provided to you in compliance with the Federal Law to Protect Personal Data in Possession of Private Entities, its Regulations, and other related provisions, in order to inform individuals who for any reason might provide personal data to Soria Abogados, S.C., about the management, use, treatment and protection that will be given to such data. The express or tacit acceptance of this Privacy Notice, implies that you are granting your consent for your personal data to be treated according to the terms described herein.

### **Entity responsible of personal data:**

**Identity:** SORIA ABOGADOS, S.C. (the "**Company**") shall be responsible of the treatment of personal data collected from individuals. **Address:** Boulevard Guillermo González Camarena, 1600, 6th Floor, Office A-1, Centro de Ciudad Santa Fe, Álvaro Obregón, Z.C. 01210, Mexico City, Mexico. **Contact:** [contact@soriaabogados.com](mailto:contact@soriaabogados.com)

### **Information to be collected:**

The Company, in the fulfillment of its corporate purpose and in the provision of its legal services, will collect and keep the following personal data from individuals: names, father's last name, mother's last name, date of birth, gender, email address, private telephone number, address, unique code of population registry and federal taxpayers' registry code.

### **Purposes of the treatment of personal data:**

The personal data collected will be used by the Company for the provision of its legal services, for the preparation and follow up of corporate files, judicial processes and administrative proceedings in charge of the Company, and in general, of the matters we address for our clients, and to be stored in our databases of clients and employees, and in the files to be opened in order to comply with the legal provisions regarding the prevention and identification of illegally funded operations (anti-money laundering).

### **Data protection:**

The Company shall: (i) treat the personal data collected, according to the terms of this Privacy Notice; (ii) be responsible for receiving, managing, processing, treating and storing the personal data of individuals; (iii) abstain from using the personal data for any purposes, different from the ones described in the previous section; (iv) maintain the administrative, technical and physical security measures, necessary to guarantee the privacy and protection of the personal data against damage, loss, alteration, destruction or unauthorized use, access or treatment, as well as to preserve the right of informational self-determination of individuals; (v) keep confidentiality of the personal data collected; and (vi) suppress the personal data collected, when the applicable laws mandate so.

### **Data transference:**

The Company shall not transfer the personal data collected to third parties, different from the ones provided in Article 37 of the Federal Law to Protect Personal Data in Possession of Private Entities. In case such transference is required, the Company shall collect, if needed, the express consent of the individual holding the relevant data.

### **Rights of the holders of personal data:**

The holders of the personal data collected, shall have at any moment the following rights: (i) to revoke their consent for the use or treatment of their personal data by the Company; (ii) to limit its use or disclosure by the Company; (iii) to access their personal data; (iv) to rectify their personal data in case it is inaccurate or incomplete; (v) to cancel it, and (vi) to oppose to its treatment, either totally, or for specific purposes (ARCO rights).

**Proceeding:**

In order for the holders of personal data collected by the Company, to exercise their rights over such, they shall initiate the following proceeding:

1. **Contact.** The holder of the personal data shall contact the department responsible for the treatment of personal data in the Company, either by sending an email to [contact@soriaabogados.com](mailto:contact@soriaabogados.com), or by filing the corresponding application, in writing, at the address provided in this Privacy Notice, directly by the data holder in person, or through courier services, from Monday to Friday, from 9:00 am to 18:00 pm.
2. **Application.** The application shall contain the following:
  - a. Precise description of the right that the data holder intends to exercise.
  - b. Clear and precise description of the personal data upon which the holder intends to exercise the corresponding right.
  - c. Name and address of the holder of the personal data, or an alternate way to inform him of the response to the application, such as an email address.
  - d. The documents evidencing identity of the personal data holder or, if applicable, his legal representation.
  - e. Any other information or document which might help to locate the personal data.
  - f. In the case of applications to rectify personal data, its holder shall also describe the corrections to be made, and provide documents to support his petition.
3. **Response.** The Company shall give response to every application in a term not longer than 20 (twenty) working days as of the date in which the application is filed.
4. **Execution.** If the application is lawful, it shall be executed within the 15 (fifteen) working days as of the date in which the response is notified to the data holder. In the case of applications to access personal data, delivery of such data shall be made after the applicant or its legal representative provide evidence of their identity.
5. **Extension.** The time limits provided herein may be extended once for an equal term, as long as the case circumstances justify it.

**Proceeding to inform users about changes in this Privacy Notice:**

Any amendment to this Privacy Notice shall be reflected in the following Internet website: [www.soriaabogados.com](http://www.soriaabogados.com)