



PRIVACY NOTICE OF AGUIRRE + SAXENA

The personal information users provide to Aguirre + Saxena, S.A. de C.V. will be handled in compliance with the Mexican Federal Law on the Protection of Personal Data Held by Private Parties. In compliance with the above-mentioned Law, Aguirre + Saxena releases its Privacy Notice.

RESPONSIBLE FOR PERSONAL DATA

This privacy notice is part of the TyC that control the use of this website, therefore, the user acknowledges to have read, agreed, and understood this privacy notice and the T&C of our website.

For the purposes of this Privacy Notice, Aguirre + Saxena will be the responsible for the protection and processing of your personal data, you can contact them through their email hello@aguirresaxena.com.

PURPOSES

All the information that you provide as a user of our website will not be disclosed, shared or distributed to anyone, in accordance with the guidelines for the protection of personal data as set out in the Mexican Federal Law on the Protection of Personal Data Held by Private Parties. Such personal data will only be used as intended in the forms filled out by you or to be in contact with you if you have any inquiry. Aguirre + Saxena's forms main purpose is to include your contact information in our database and in our mailing list to send you newsletters, invitations, etc.

We can gather your personal data throughout our website at aguirresaxena.com; or derived from commercial relationships between you and Aguirre + Saxena; or through our official pages at social network platforms. The personal data gathered in our database includes, but is not limited to, name, surnames, address, e-mail address, phone numbers, and in some cases tax data.

All information, archives, databases, videos and images in our website aguirresaxena.com are protected under domestic and international copyrights property of Aguirre + Saxena, S.A. de C.V. unless otherwise indicated.



All information posted on the website can be used for cultural non-commercial purposes. When using our content, you shall indicate the owner's name and/or Aguirre + Saxena as the source of such information. If you want to use the information, images, and archives for different purposes, you shall get authorization by Aguirre + Saxena S.A. de C.V. To do so, please contact us by e-mail at hello@aguirresaxena.com indicating as subject in your message CONTENT USE AUTHORIZATION.

Aguirre + Saxena reserves its right to modify this privacy notice at any time, in order to comply with new legislative or technical provisions while enhancing its services and providing users better contents. Aguirre + Saxena shall never violate provisions of any Transparency and Public Information Access Acts or the Mexican Federal Law on the Protection of Personal Data Held by Private Parties.

APPLICATION FOR THE USE OF ARCO RIGHTS

(Access, Rectification, Cancellation and Objection)

This application is designed to assist you timely, properly and thoroughly in the use of your ARCO rights provided in the Mexican Federal Law on the Protection of Personal Data Held by Private Parties (Ley Federal de Protección de Datos Personales en Posesión de los Particulares), hereinafter the Law.

We remind you that the rights' holder or his/her legal representative may only use ARCO rights after the accreditation of his/her identity as such, consequently, an official identification shall be enclosed.

In accordance to the Law any Any data owner, or, where appropriate, his legal representative, may exercise the rights of access, rectification, cancellation and objection (ARCO's rights).

- a) Data owners will have the right to access their personal data held by the data controller as well as to be informed of the privacy notice to which processing is subject (Access).
- b) The data owner will have the right to rectify data if it is inaccurate or incomplete (Rectification).
- c) The data owner will at all times have the right to cancel his personal data (Cancellation).
- d) Data owners will, at all times and for any legitimate reason, have the right to object to the processing of their data (Objection).

Likewise, we inform you that in order for the request to be applicable it is essential to complete all the required information, which will be used as proof of your identity, as mentioned in articles 32, 34 and 35 of the Law.



INFORMATION OF THE DATA OWNER:

Name: _____
Last names: _____
Date of Birth: _____
RFC: _____
Address (street name, exterior no., interior no., state, zip code): _____

E-mail address (where we will communicate the response): _____
Main telephone: _____
Additional number: _____

Documentation attached to the through electronic copy of a valid official identification.

- a) IFE/INE
b) Passport
c) Mexican Military Service Card (Cartilla del Servicio Militar Nacional)
d) Profession ID Card (Cédula profesional)
e) Health ID Card issued by IMSS (For its acronym in Spanish "Instituto Mexicano del Seguro Social)
f) Health ID Card issued by ISSSTE (For its acronym in Spanish "Instituto de Seguridad y Servicios Sociales para los trabajadores del Estado)
g) Legal document evidencing the legal residence of the foreigner in the country.

INFORMATION OF THE LEGAL REPRESENTATIVE (IF APPLICABLE):

Name: _____
Last names: _____

For legal representative of the Data owner, he/she must include in this application an electronic copy of the corresponding public instrument or, if applicable, proxy letter executed before two witnesses.

- a) Public instrument.
b) Proxy letter.

ARCO RIGHTS:

What is the right that you wish to use?

- a) Access
b) Rectification
c) Cancellation
d) Objection



If you wish to limit the use and/or disclosure of your information, please detail the secondary purpose or, if applicable, the desired transfer to the email hello@aguirresaxena.com.

SPECIFICATIONS:

Elaborate a description of the personal information with respect to which the aforementioned right (s) is/are to be used:

ATTACHMENT OF NECESSARY INFORMATION:

Please attach hereto the documentation supporting your request and that aid us to process it appropriately.

Supporting Documents: _____

In particular, regarding the request for the rectification of personal information, please attach the document supporting the corresponding change.

Incorrect information: _____

Correct information: _____

Supporting documents: _____

NOTICE:

The personal information provided by you in this application shall be handled by Aguirre + Saxena S.A. de C.V., addressed at with a physical address in Av. Dr. Ángel Leñaño 7 int.101 Colonia Parques de Zapopan, Código Postal 45138, Zapopan, Jalisco, México., to perform all the necessary activities to assist you in the use of the ARCO's rights. Once the corresponding use of the right is completed, Aguirre + Saxena will cancel your information by blocking and eliminating such information according with the applicable legal dispositions. For further information, visit our website aguirresaxena.com