

# MIJARES ANGOITIA CORTES Y FUENTES

## PRIVACY NOTICE

In compliance with the provisions of the Federal Data Protection Act in Possession of Individuals (hereinafter the "Act") and other national and international provisions that may result applicable, it is revealed to our customers, suppliers, service providers, employees, people interested in forming part of our team and to any other person holding personal data, the following Privacy Notice.

Mijares, Angoitia, Cortés and Fuentes, S.C. (hereinafter "MACF"), with address at Javier Barros Sierra 540 4th floor, Colonia Santa Fe, Alcaldía Álvaro Obregón, CP 01210 México, Mexico City, is responsible for collecting your personal data, the use given to said data and its protection.

Your information will be collected orally, by writing and/or through any electronic means and will be requested the personal data necessary for the adequate provision of our services and to comply with the legal obligations to which we are subject.

Regarding to the foregoing, and in accordance with the applicable legal provisions, we inform you that we need to obtain personal data for the purposes described below:

a) Clients

Name and contact information, such as address, telephone, office phone, fax number, cell phone and email among others; labor data, such as occupation, place of work, position, among others, and images, photographs, sounds, voice and video.

The provided data will be used to provide the services we supply based on the client's instructions; to inform our correspondents, advisors, partners, clients, employees or professionals and suppliers and service providers, including, but not limited to notaries and public brokers, translators and experts in various matters, the necessary information to develop our activities; and to evaluate the quality of the service we provide.

b) Providers and service suppliers

Name and contact information, such as address, telephone, office phone, fax number, cell phone and email among others; labor data, such as occupation, place of work, position, among others, and images, photographs, sounds, voice and video; additionally we will require patrimonial data, such as its Federal Taxpayers Registry and fiscal data for billing, bank data and account numbers, among others.

The collected personal data will be used for billing, payment and all purposes regarding to the business relationship we have with you, as well as the preparation of files for administrative internal control.

c) Employees and people interested in joining our team

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Name and contact information, such as address, telephone, office phone, fax number, cell phone and email among others; labor data, such as occupation, current and previous workplace, position, among others, and images, photographs, sounds, voice and video; additionally we will collect certain personal data considered as Sensitive Personal Data, including health data, personal characteristics and academic data, among others.

The data provided to us will be used primarily and as appropriate for all purposes regarding to recruitment, selection and verification of references.

The personal data we collect from employees is necessary to carry out internal processes of the human resources area within MACF, among which are having contact information of the employees, as well as work and academic background and information necessary to comply with the legal obligations derived from the employment relationship that MACF maintains with its employees before various authorities, among which are, but not limited to, the Mexican Social Security Institute, the Workers National Housing Fund Institute, the National Commission of the Savings System for Retirement and the Tax Administration System.

#### d) Other holders of personal data

Depending on the relationship with MACF, may be collected, among others, name and contact information, such as address, telephone number, office telephone number, fax number, cell phone number and e-mail among others; labor data, such as occupation, place of work, position, among others, and images, photographs, sounds, voice and video; additionally we will require patrimonial data, such as its Federal Taxpayers Registry and fiscal data for billing, bank details and account numbers, among others.

In case that you provide us with personal data of third parties, you guarantee and are responsible for the third parties accepting such transfer.

For MACF it is very important to have your information updated. For that purpose, you are responsible that the Personal Data provided to MACF is truthful and that you are responsible for communicating any changes.

You have the following rights regarding to your personal data:

1. Access: You have the right to access your personal data held by MACF, as well as to know the Privacy Notice to which your personal data is subject.
2. Rectification: In case any of your data is inaccurate, changed or is wrong, you will have the right to request the rectification. We ask you to consider that for your protection and benefit, we request you to indicate us what personal data you are referring to, the correction that must be made and present, if necessary, documentation that proves the corrections of the data that you wish to rectify.
3. Cancellation: You can request that the personal data that MACF held in your file to be canceled once our relationship is concluded, except for information that derives from a legal obligation must be kept for a longer period of time.
4. Opposition: If you do not want MACF to process your personal data for any of the purposes described above, you may request it at any time.

To execute the right to access, rectify and cancel your personal data, as well as to oppose their treatment or revoke your consent, you must contact us at the following electronic account [macf@macf.com.mx](mailto:macf@macf.com.mx).

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Likewise, we inform you that your personal data may be transferred and treated inside and outside of the country, by people other than MACF. In this respect, your information may be shared with people with whom we have a professional, business relationship and/or are suppliers of goods or services in order for said persons to carry out various activities or provide services on behalf of MACF and/or of you, and/or with authorities that require it for the sole purpose of complying with the obligations derived from the laws and/or international treaties.

By accepting the terms of this Privacy Notice you expressly authorize MACF to transfer your personal data to such third parties, whether national or foreign. Any transfer of data will be subject to the purposes indicated in this Privacy Notice.

It is your knowledge that MACF has the physical and electronic supports, as well as the physical, technical and administrative security policies and measures to protect and limit the use or disclosure of your personal data.

We reserve the right to make changes or updates to this Privacy Notice at any time, for the attention of legislative or jurisprudential news, internal policies, new requirements for the provision or offering of our services and market practices. These modifications will be available through our website, [www.macf.com.mx](http://www.macf.com.mx), and/or by any other authorized means.

For any doubt or clarification regarding the personal data provided, you can contact us at the following email: [macf@macf.com.mx](mailto:macf@macf.com.mx), or, call +52 (55) 52017400.

The date of the last update to this privacy notice: [August 2020]