

RAMIREZ ORNELAS

ABOGADOS

PRIVACY POLICY

IN COMPLIANCE WITH THE FEDERAL LAW OF PROTECTION OF PERSONAL DATA HELD BY PRIVATE PARTIES (*LEY FEDERAL DE PROTECCIÓN DE DATOS PERSONALES EN POSESIÓN DE LOS PARTICULARES*) AND ITS REGULATION WE HEREBY DISCLOSE OUR POLICY REGARDING THE HANDLING OF PERSONAL AND PRIVACY INFORMATION:

I. RESPONSIBLE'S IDENTITY AND ADDRESS.- Ramirez Ornelas, SC ("The Firm"), residing at Andrés Bello 45th, 12th Floor, Polanco Chapultepec, Zip Code 11560, Mexico Distrito Federal, is the entity responsible (the "Responsible") of the lawful, controlled and informed processing of personal data in accordance with the provisions of the Federal Law of Protection of Personal data Held by Private Parties (the "Law").

II.- PERSONAL INFORMATION COLLECTED.- Directly from the holder or through authorized third parties, this is determined depending on the nature of the matter sponsored by the Firm:

a) OF IDENTIFICATION.- name, nationality, place of birth, date of birth, marital status, occupation, address, Federal Tax, Unique Population Registry Code and immigration status, if applicable;

b) OF LOCATION.- Phone and email;

c) OF FINANCIAL DATA.- bank accounts, credit, history of ownership regarding both personal property and real estate, documentation of compliance with tax obligations, property regime of marriage, among others;

id OF FAMILY RELATIONSHIPS.- Information about your spouse, descendants (children), ancestry (parents, grandparents), among others;

e) ADDITIONAL INFORMATION .- regarding legal representatives, heirs, legatees, beneficiaries, among others.

Directly we **DO NOT ASK SENSITIVE PERSONAL DATA** such as racial or ethnic origin, health status or future, genetic information, religious, philosophical and moral beliefs, trade union membership, political opinions or sexual preference; however, in certain cases, depending on the nature of the matter or affair to sponsor, the management of these data will be required as well as the display and / or delivery of documents which could dislodge any of this data, notwithstanding the foregoing matter we do not create databases from those other than those expressly provided for in other legal provisions.

III.- PURPOSE OF PROCESSING PERSONAL DATA.-

- Confirmation of identity.
- Provide legal advice in civil, commercial, administrative law or other matters.
- Develop the writings or pleas that are required to be submitted to various judicial, administrative or other authorities.
- Verification of the information provided, if necessary.

IV.- PROCEDURE FOR LIMITING THE USE OR DISCLOSURE OF PERSONAL DATA, REVOCATION OF CONSENT AND EXERCISE OF ARCO RIGHTS (ACCESS, RECTIFICATION, CANCELLATION AND OPPOSITION TO THE PROCESSING OF PERSONAL DATA) .-

Holders and, if applicable, their legal representatives may exercise the rights conferred by the Law, via a written request that shall contain the following information:

1. Include the name of the person who holds the legal right, as well as a home address or other means to communicate the answer to his request.
2. The request must include official documents confirming the identity of the holder and his legal representation if any.
3. Include a clear and precise description of the personal data for which he will exercise the rights under the aforementioned Law.
4. Include the docket number or other reference, if any, which is strictly necessary for the localization of personal data that is being processed.

Such application may be submitted directly in writing to our office or via email to the following address info@rorve.com

V.- PERSONAL DATA PROCESSING.- Personal data is processed by the staff of the Firm in order to develop the writings and actions that are required for legal representation in question, therefore, they are not transferred to any third party alien to them, except to comply with legal obligations to the federal prosecutors, to local, state or municipal authorities, to the corresponding Public Registry of Property and Commerce and those required by judicial authorities and / or any other authority empowered to request the data by a legal provision to.

VI.- AMENDMENTS TO THIS PRIVACY POLICY.- We reserve the right to amend, modify, add or remove portions of this Privacy Notice at any time and we pledge to keep you informed through our website or in our office facilities of any such amendment.

RESPONSIBLE:

For any questions regarding data privacy, please send an email to info@rorve.com and it will gladly be answered.