

# Reyes, Feregrino & Asociados, S.C.

Attorneys at Law

PRIVACY NOTICE			
Responsible for the protection of your personal data	<p>Reyes, Feregrino &amp; Asociados, S. C. (hereinafter "Reyes Feregrino"), domiciled at Santa Monica No. 14, Col. Del Valle, Del. Benito Juarez, Z. C. 03100, Mexico City, is responsible for the processing of your personal data. In accordance with the provisions of the Federal Law on the Protection of Personal Data Held by Private Individuals, (hereinafter the "Law"), Reyes Feregrino has all the appropriate physical, technical and administrative security measures to protect your personal data. Under no circumstances shall we market your personal data without your prior written consent.</p>		
What personal data do we obtain and where?	<p>For the purposes subsequently specified in this privacy notice, we can collect your personal data in different ways: when you provide them to us directly, when you visit our website or use our online services, when you send it to us by e-mail, when you provide it by telephone and when we obtain information through other public sources allowed by law.</p>		
	<p>If you are a <b>CLIENT</b> we shall collect the following data:</p> <ul style="list-style-type: none"> <li>• Name.</li> <li>• Domicile.</li> <li>• Age.</li> <li>• Photograph.</li> <li>• Federal Taxpayer Registry.</li> <li>• E-mail.</li> <li>• Telephone number.</li> <li>• Bank details (account number).</li> <li>• Family data.</li> </ul>	<p>If you are a <b>SUPPLIER</b>, we shall collect the following data:</p> <ul style="list-style-type: none"> <li>• Name.</li> <li>• Domicile.</li> <li>• E-mail.</li> <li>• Telephone number.</li> <li>• Commercial references.</li> <li>• Bank details (account number).</li> </ul>	<p>If you are an <b>EMPLOYEE</b> we shall collect the following data:</p> <ul style="list-style-type: none"> <li>• Name.</li> <li>• Domicile.</li> <li>• Age.</li> <li>• Photograph.</li> <li>• E-mail.</li> <li>• Telephone number.</li> <li>• Employment and school history.</li> <li>• Family data.</li> <li>• Personal and work references.</li> <li>• Bank details (account number).</li> </ul>
Sensitive personal data	<p>We inform you that to fulfil the purposes foreseen in this privacy notice, if you are a Client the following sensitive personal data shall be collected and processed: racial or ethnic origin and nationality. We undertake to process the same under the strictest security measures that guarantee their confidentiality. In accordance with the provisions of article 9 of this Law, we require your express consent for the processing of your sensitive personal data, therefore we ask you to indicate if you accept the processing or not, either sending an e-mail to <a href="mailto:datospersonales@reyesferegrino.com">datospersonales@reyesferegrino.com</a> or checking the following box:</p> <p><input type="checkbox"/> <b>I consent for my sensitive personal data to be processed in accordance with the terms and conditions of the privacy notice.</b></p> <p><b>Name:</b> _____ <b>Signature:</b> _____</p> <p>If you are a Supplier or Employee, we shall not obtain or treat data considered as "Sensitive Data" in terms of article 3<sup>rd</sup>. Section VI of the Law.</p>		
For what	<p>Your personal data shall be used for the following purposes:</p>		

# Reyes, Feregrino & Asociados, S.C.

Attorneys at Law

purposes do we collect and use your personal data?	If you are a <b>CLIENT</b> , for: <ul style="list-style-type: none"> <li>Providing or contracting the advisory, consultancy and legal and business guidance services.</li> <li>Carrying out procedures before government and non-government entities.</li> <li>Delivery of courses in legal, financial and accounting matters to individuals and legal entities within and outside the national territory.</li> <li>Informing you of changes in our services, costs, availability and payment terms thereof.</li> <li>Establishing telephone contact.</li> <li>Sending information about our services by electronic means.</li> <li>Assessing the quality of the services we provide.</li> <li>Providing attention services to the Client.</li> </ul>	If you are a <b>SUPPLIER</b> , for: <ul style="list-style-type: none"> <li>Contracting and promoting the services and products related to the advisory, consultancy and legal and business guidance.</li> <li>Carrying out consultations about the services and products that you commercialize.</li> <li>Obtaining quotes and carrying out payments for your services or products.</li> <li>Verification of data and obtaining of commercial references.</li> </ul>	If you are an <b>EMPLOYEE</b> , for: <ul style="list-style-type: none"> <li>Verifying work and school history.</li> <li>Carrying out personnel selection and hiring as well as recruitment.</li> <li>Including them in your employment file.</li> <li>Registering you in the corresponding registries, in accordance with the applicable labor, tax and social security legislation.</li> </ul>
Not Necessary Purposes	Likewise, by providing your data, you authorize Reyes Feregrino their use with marketing, statistical, promotional, advertising or commercial prospecting purposes regarding the activities and services provided by Reyes Feregrino or business partners, without the last ones being necessary purposes or purposes that give rise to the legal relationship between you and Reyes Feregrino.		
How can I express my refusal of the use of my data for not necessary purposes?	If you do not agree with the use of your data for some of the so-called "not necessary purposes" or if you wish to restrict the use or disclosure of your personal data, you can express your refusal or restriction to such processing or disclosure within a term of 5 calendar days from the moment in which you learned of this privacy notice in the following way: <ol style="list-style-type: none"> <li>a) By means of a written communication addressed to the Department of Personal Data of Reyes Feregrino which may be delivered at the address of Santa Monica No. 14, Col. De Valle, Del. Benito Juárez, Z. C. 03100, Mexico City, or sent to the following e-mail: <a href="mailto:datospersonales@reyesferegrino.com">datospersonales@reyesferegrino.com</a>.</li> <li>b) Indicate your complete name and address or other means to communicate the answer to your request.</li> <li>c) Attach the documentation that proves your identity or, where appropriate, the legal representation of the owner of the data, elements and/or documents that facilitate the location of the personal data.</li> <li>d) Specify the purpose (s) that you wish to eliminate or the restrictions that you wish to establish.</li> </ol> <p>This, on the understanding that in any case your revocation and opposition rights remain intact. Once your request has been received, we shall answer it either by email or in writing in accordance with the information that you indicated on your request, within a term of 20 calendar days from the receipt of your request. This, on the understanding that we may require additional information in the terms provided in the Law and its Regulation, in which case the response term shall be calculated from the moment in which you provide us with the additional</p>		

# Reyes, Feregrino & Asociados, S.C.

Attorneys at Law

	information/documentation.
Your data can go to a different country or be shared with others.	Likewise, we inform you that Reyes Feregrino transfers your data to tax authorities and in the case of Employees, to labor and social security authorities. This, in order to fulfill fiscal, labor and social security obligations in charge of Reyes Feregrino. This, notwithstanding the remittance of data that Reyes Feregrino makes to its associates that support it in matters of management and storing of databases, sales, search and handling of new clients, request of references, payments, sending of information and notices. Since each one of the mentioned transfers are provided in the law, in accordance with the provisions of article 37 of the Law, we do not require to obtain your consent to effect such transfers. Reyes Feregrino does not make any transfer for which it is necessary to obtain your consent.

How can you restrict the use or disclosure of your personal data?	If you wish to stop receiving advertising messages from us, you can request it through the Department of Personal Data of Reyes Feregrino to email <a href="mailto:datospersonales@reyesferegrino.com">datospersonales@reyesferegrino.com</a> or register at the Public Registry of Consumers foreseen in the Federal Consumer Protection Law (RPC) and inform us of such registration.
How to access or ratify your personal data or cancel or oppose its use?	<p>You are entitled to know what personal data we have from you, what do we use them for and the terms of their use by us (<b>Access</b>). Likewise, you are entitled to request the correction of your personal information in case it is not updated, is inaccurate or incomplete (<b>Correction</b>); that we eliminate it from our records or databases when you consider that the same is not being used in accordance with the principles, duties and obligations provided in the regulation (<b>Cancellation</b>); as well as to oppose the use of your personal data for specific purposes (<b>Opposition</b>). These rights are known as <b>ARCO</b> rights. For the exercise of any of the <b>ARCO</b> rights, you must submit the corresponding request as follows:</p> <ol style="list-style-type: none"><li>By means of a written communication addressed to the Department of Personal Data of Reyes Feregrino which may be delivered at the address of Santa Monica No. 14, Col. Del Valle, Del. Benito Juarez, Z. C. 03100, Mexico City, or sent to the following e-mail: <a href="mailto:datospersonales@reyesferegrino.com">datospersonales@reyesferegrino.com</a>.</li><li>Indicate your complete name and address or other means to communicate the answer to your request.</li><li>Attach the documentation that proves your identity or, where appropriate, the legal representation of the owner of the data, elements and/or documents that facilitate the location of the personal data.</li><li>Specify the clear and accurate description of the personal data in respect of which you wish to exercise any of the previously mentioned rights, the elements and/or documents that facilitate the location of the personal data, and the requirements provided for the exercise of the ARCO rights in the Law, its Regulation.</li></ol> <p>Once your request has been received, we shall answer it either by email or in writing in accordance with the information that you indicated in your request, within a term of 20 calendar days from the receipt of your request, and if the answer is positive we shall provide you with a photocopy of your information or shall send it to you by e-mail. This, on the understanding that we may require additional information in the terms provided in the Law and its Regulation, in which case the response term shall be calculated from the moment in which you provide us with the additional information/documentation. In case of requests of access to your personal data, the information would be provided, where appropriate, by means of photocopies or electronic copies, depending on the availability thereof in our files.</p>

# Reyes, Feregrino & Asociados, S.C.

Attorneys at Law

How can you revoke your consent to the processing of your personal data?	<p>You can <b>revoke</b> the consent that, where appropriate, you have given us for the processing of your personal data. However, it is important that you take into account that not in every case it shall be possible to attend your request or conclude the use immediately, because it is possible that due to any legal obligation we may require to keep on processing your personal data. Likewise, you must consider that for certain ends, the revoking of your consent shall imply that we cannot keep on providing the service you requested from us, or the conclusion of your relationship with us. To revoke your consent, you must submit your request in the following way:</p> <ul style="list-style-type: none"><li>a) By means of a written communication addressed to the Department of Personal Data of Reyes Feregrino and it may be delivered at the address of Santa Monica No. 14, Col. Del Valle, Del. Benito Juárez, C.P. 03100, Mexico City, or sent to the following e-mail: <a href="mailto:datospersonales@reyesferegrino.com">datospersonales@reyesferegrino.com</a>.</li><li>b) Indicate your complete name and address or other means to communicate the answer to your request.</li><li>c) Attach the documentation that proves your identity or, where appropriate, the legal representation of the owner of the data, elements and/or documents that facilitate the location of the personal data.</li><li>d) Specify the clear and accurate description of the personal data in respect of which you wish to revoke your consent.</li></ul> <p>Once your request has been received, we shall answer it either by email or in writing in accordance with the information that you indicated in your request, within a term of 20 calendar days from the receipt of your request. This, on the understanding that we may require additional information in the terms provided in the Law and its Regulation, in which case the response term shall be calculated from the moment in which you provide us with the additional information/documentation.</p>
Use of cookies and web beacons	<p>We inform you that we do not use cookies or web beacons. For purposes of this document, <b>Cookies</b> shall be understood as the data file that is stored at the hard drive of the computer equipment or the electronic communications device of a user when surfing in a specific website, which allows the exchange of status information between such site and the user navigator. The status information may reveal means of session identification, authentication or preferences of the user, as well as any data stored by the navigator regarding the Internet site; and by <b>web beacons</b> a visible or hidden image inserted within a website or e-mail; used to monitor the user behavior in this means. Throughout these, information such as the source IP address, used navigator, operative system, moment in which the page was accessed, an in case of e-mail, the association of the former data with the recipient may be obtained.</p>
Modifications to the privacy notice.	<p>We reserve the right to effect modifications or updates to this privacy notice at any time, for the attention of legislative developments, internal policies or new requirements for the provision or offering of our services or products. These modifications shall be available in our website <a href="http://www.reyesferegrino.com">www.reyesferegrino.com</a>, or in our address located at Santa Monica No. 14, Col. Del Valle, Del. Benito Juarez, C.P. 03100, Mexico City.</p>
Last update date	August 7th, 2013