

Privacy Notice

This privacy notice is established in compliance with the provisions of the Federal Law on the Protection of Personal Data in Possession of Individuals.

"**Consultoría Legal y Fiduciaria**", with address at "**Beethoven 426, colonia Residencial Juan Manuel, C.P. 44680**", is responsible for collecting your personal data, the use given to it and its protection. Your personal information will be used to provide the services and products you have requested, to inform you about changes in them and to evaluate the quality of the service we provide.

For the purposes outlined in this privacy notice, we may collect your personal data in a number of ways: when you provide it to us directly; when you visit our website or use our online services; and when we obtain information from other sources that are permitted by law. We collect your personal data directly when you provide it to us by various means, such as when you contact us or give us information in order for us to provide you with a service. The data we obtain by this means can be, among others: Your name, electronic mail (email), country and city, pages visited within our site, information to improve your experience in our site such as screen resolution, browser and type of operating system used. You have the right to access, rectify and cancel your personal data, as well as to oppose to the treatment of the same or to revoke the consent that you have given us for such purpose, through the procedures that we have implemented.

Detailed Privacy Notice

This Privacy Notice explains our policy regarding the collection, use, disclosure and transmission of user data by "**Consultoría Legal y Fiduciaria**". This policy may be modified as we update and expand our services. Therefore, it is recommended to consult it periodically. By accessing our website or otherwise using our service, you consent that we may use your information in this manner.

Important: This Privacy Notice includes hyperlinks that can only be accessed through our website, so you will need to visit the website for additional terms accessed through the hyperlinks.

This policy may change as we update and expand our services. Please check regularly for updates to this policy. You agree that your acceptance of the Terms of Use and the Privacy Notice following your original consent, as well as your use of the "**Consultoría Legal y Fiduciaria**" website or your continued use of our service after a change to this policy is posted means that you accept such changes and agree to abide by them. You can access the latest version of this Privacy Notice by visiting our website and clicking on "Privacy Notice" at the bottom of the pages of the <https://www.clegalfid.com> website.

In order to guarantee the correct protection of your personal data and to fully comply with the obligations established by the **LFPDPPP** in this matter, we inform you that "**Consultoría Legal y Fiduciaria**" has implemented the necessary and sufficient administrative, technical and physical security measures to avoid its damage, loss, alteration, destruction, use, access or improper disclosure.

The Personal Data you have provided will be kept for a period of 1 year, except for the one which should be considered for 5 years for tax purposes, in physical and electronic means, and subsequently discarded to avoid improper treatment of the same.



In no case "**Consultoría Legal y Fiduciaria**" will transfer the personal data of its clients to a third party, without the previous consent of the owners.

Procedure for Enforcing ARCO Rights. –

You have the right to access your personal data held by us and the details of their processing, as well as to rectify them if they are inaccurate or incomplete; to cancel them when you consider that they are not required for any of the purposes set out in this privacy notice, are being used for non-consensual purposes or when the contractual or service relationship has ended, or to oppose their processing for specific purposes.

The mechanisms that have been implemented for the exercise of these rights, which are known as Arco rights, refer to the rectification, cancellation and opposition of the Owner regarding the processing of personal data;

1) The procedure begins with the presentation of the respective application to the Arco rights, at the address of our Privacy Office, which was duly indicated at the beginning of this privacy notice.

2) Your request must contain the following information:

Name of the holder of the personal data. Address or any other means of contact. Documents proving your personality and identity. Clear and precise description of the personal data. Any other document that facilitates the location of the data.

3) The deadline for responding to your request is: 15 working days.

The latest version of this Privacy Notice will prevail over all previous versions.

Date of last update: January 10, 2024

