



ROMINA RUÍZ & ASOCIADOS

Real Estate Advising and Legal Services

PRIVACY NOTICE

Webpage: www.rominaruiz.com

Romina del Carmen Ruiz Cardenas and/or “Romina Ruiz & Asociados” (collectively “The Law Firm”) with address located at 5 de Mayo street No. 211, Local 2, between Avenida Cabo San Lucas and Miguel Hidalgo, Colonia Centro, in Cabo San Lucas, Baja California Sur, in compliance with the Federal Law on Protection of Personal Data and its bylaws (The Law) informs clients and users of the webpage www.rominaruiz.com, that the Law Firm is responsible of the data that willingly is provided to us through the webpage, for collecting your personal data, of the use to be given to them and their protection. Likewise has the responsibility to guarantee the right to self-determination regarding the use of said data, to protect your privacy and to handle the same. Therefore, we kindly ask for you to take the time to carefully read this privacy notice, and if you agree with the content of the same, its terms and conditions, provide us with your personal data for the purposes indicated in this notice, assuming that the fact that you provide such data means that you are in full agreement with the terms of this privacy notice and consent to it.

You have the right to access, correct and cancel your personal data, and to object to the processing thereof or revoke consent granted to us for such purpose, through the procedures that we have implemented (*ARCO rights for its initials in Spanish*). To be informed of such procedures, requirements and deadlines, you can get in touch with our personal information department at the address indicated hereinabove at 624-143-4838 and 624-143-5343 cell, e-mail info@rominaruiz.com

We will not to transfer your personal information to third parties without your consent, except as otherwise provided in Article 37 of The Law, and to make this transfer in the terms established in the mentioned law.

We will limit and void the disclosure of your information, all of the information you provide are considered by our company as confidential, and for us their safeguard and keeping is of outmost importance.

Your data can travel to another country or be shared by others. –

We also inform you that your personal data may be transferred to and processed in and out of the country, by persons other than the company. In that sense, your information may be shared with notaries of other entities, bankers, law firms, for purposes of these individuals contribute to our company in obtaining permits, licenses, concessions, authorizations projects, reviews of deeds, preparing documents and due diligence approvals that our company is doing for the owner of the data or in order to provide the requested service or work that was commissioned by the rightfully owner (you).

For what purposes we collect and use your personal data? What personal information do we collect?

Your personal information will be used to provide the owner of the data (yourself), services you have requested, to inform of changes, and assess the quality of service we provide. For the purposes mentioned above, we need to obtain the following personal information: Full name, date and place of birth, nationality, occupation, address, profession, phone number, email, bank account numbers and CLABE account in case we need to wire you a payment; The Law considers data of racial or ethnic origin (place of birth and nationality) as sensitive information.

Additionally, as noted in the paragraph above, your personal data will be used for the following purposes:

- a) Identify yourself
- b) Provide the services required by you;
- c) Provide you information;
- d) Prepare a physical and/or electronic file,
- e) Process your data in our internal systems,
- f) Report changes or new services that are related to the contracted by the customer;
- g) To comply with our obligations to our customers; and to comply with fiscal and legal obligations
- h) Evaluate the quality of service.

Where do you get your information?

For the purposes outlined in this privacy notice, we may collect personal information in several ways: (i) when you provide them to us directly, (ii) when you visit our website or use our online services, and (iii) when we get information through other sources that are permitted by law.

Personal Information we collect directly:

We collect personal information directly when you provide it by various means, such as when you give us information in order for us to provide you with a service. Obtained data hereby may include among other:

Full name, birthplace, date of birth, citizenship, address, occupation, Federal Taxpayers Registry (R.F.C), Unique Population Register Code (C.U.R.P), marital status, bank account data *(in case you are formalizing a deed in which are established methods of payment, partial payments, or there is an exchange of money)*

Personal information we collect when you visit our website or use our online services:

Full name, e-mail, phone number, fax number.

Personal information is collected through other sources

We may collect information about you from other sources permitted by law, such as telephone or labor directories. The data we obtain from the mentioned media can be among others: Full name, e-mail, telephone number, fax number

Sensitive personal data. –

Please note that to comply with the purposes set out in this privacy notice, will be collected and processed as sensitive personal data, the personal data such as those affecting the most intimate sphere of the owner, or whose misuse can lead to discrimination or involves a serious risk for the owner. In particular are considered as sensitive the ones that reveal aspects such as racial or ethnic origin, health status and future, genetic information, religious, philosophical and moral, union membership, political views, and sexual preference.

We promise that the herein mentioned will be treated under strict security measures to ensure privacy.

Expressed authorization for personal data use:

In accordance with the provisions of Article 9 of The Law, we require your express consent to the processing of sensitive personal data, therefore we ask you to that indicate whether you accept or not such treatment:

I agree that my sensitive personal data are treated according to the terms and conditions of this privacy notice.

Name and signature of the holder

In case the owner of the data, is in a place other than the address of geographic data controller (Romina Ruiz & Asociados and/or Romina del Carmen Ruiz Cardenas), will be considered express acceptance if the owner of the data signs this form in blue ink, and is sent as an attachment via email to any email accounts using the data controller.

I do not consent to my personal data being transferred on the terms set out in this privacy notice.

In accordance with article 8 of The Law, if you do not express any objections to your personal data being transferred, you are deemed to have given consent.

How to access or correct your personal data or cancel or oppose to their use?

You have the right to access to your personal data that we possess and the details of their treatment. as well as to rectify them they are inaccurate or incomplete; cancel them when you consider them not to be required for any of the purposes specified in this privacy notice or being used for any purpose not consented or have completed the contractual or service, or object to the processing thereof for specific purposes.

At any time, you may revoke the consent granted to us to treat your personal data, in order to stop making use of them. To do this, you must submit your request in writing, addressed to the data controller which shall include the following:

- a) Documents that prove your identity
- b) Indicate the desired date from which the revocation takes effect

- c) Precise description of the personal information of which you would like to exercise your ARCO rights
- d) Explanation of reason or situation to revoke consent
- e) Indicate that do you want to do with the data in our database and / or files.
- f) Indicate whether you want to be notified of the result of such request by mail or email, as the case may be to indicate the mailing address with street number, city, state, zip code and country to which you need to reach the merits of the application and results, or specify email for same purposes.

This application may be delivered personally or by certified mail, return receipt mail at the domicile indicated in the first paragraph of this privacy notice.

Within a maximum of 15 working days we will reply to your request and inform you about its process through the media that you specify under subsection f) above.

If you wish to stop receiving promotional messages from us. You can submit your request at phone number (624) 143-5343, or email info@rominaruiz.com

Any changes to this privacy notice can be viewed online at our website www.rominaruiz.com

Actions to prevent the non-authorized use or disclosure of information and data

The personal data you provide is managed and stored through the use of a database, which is handled only by authorized persons of The Law Firm; and which use, consultation, access, or management is not allowed to other persons.

In case you do not wish to revoke your consent or exercise your ARCO rights but only want to limit the disclosure or use that may be given to such personal data, please address your request indicating in the reference "Limitation of disclosure and/or use of personal data"; within a maximum period of 15 business days we will answer your request and inform you about your request through the means you indicate, and this information or data will be handled in the exclusion to which your request is applicable.

Changes or amendments to the Privacy Notice

We reserve the right to make changes at any time and/or updates to this privacy notice to the attention of new legislation, internal policies or new requirements for the rendering or offer of our services.

These modifications will be available to the public through the following means: (i) ads visible in The Law Firm, (ii) leaflets or brochures available in The Law Firm, (iii) in our website [privacy notice section], (iv) or they will be delivered to the last email you have provided.

Last update: July 25, 2019