

## PRIVACY POLICY

DLG SPP, S.C. (DLG) located in Alfonso Napoles Gandara, number 50, fourth floor; Santa Fe, Delegacion Alvaro Obregon; Mexico City, ZIP code 01219, and internet web page: [www.dlgabogados.mx](http://www.dlgabogados.mx), is responsible of the treatment and protection of your personal data submitted, in terms of the Federal Law of Personal Data Protection in Possession of Private Persons and other related regulation.

### 1. Personal data collected

In line with the purposes described in the present Privacy Policy, we use personal data under the following categories:

- Identification data.
- Contact information.
- Labour data
- Financial and estate information.
- Tax information.
- Other data, as long as they are strictly necessary to provide the legal services required.

### 2. Purposes of the data treatment

Personal data collected or obtained by DLG is used for the following purposes:

- Prepare and submit for your consideration the proposal of legal services.
- Provide the legal services required.
- Prepare invoices and other necessary administrative procedures, related with the legal services.
- Create a database to maintain contact with clients.

### 3. Personal data transmission

We hereby apprise that your personal data may be only transmitted to third parties with whom DLG has a legal relationship to accomplish the purposes described in the present Privacy Policy or to comply with a legal requirement issued by a competent authority.

#### **4. Procedures to give effect to your rights regarding personal data and to revoke your authorization for their treatment**

In order to exercise your rights regarding personal data and to revoke your authorization for their treatment, you can submit your request by email to the following address: [dlg@dlgabogados.mx](mailto:dlg@dlgabogados.mx).

Regarding the procedure and requirements we inform you the following:

a) What information and/or documentation must the request contain?

- Identification data, specifying name, email address and phone number, attaching the proper documents to verify your identity, and a description of your request.

b) By which means can the owner of the personal data or his/her authorized representative can demonstrate their identity?

- The owner of the personal data can demonstrate his/her identity with a passport, elector's credential, professional certification card. His/her representative must present one of the above mentioned documents and a legal document that provides such representation; for minors and persons that by law require representation, the requirements must be fulfilled in accordance to the Federal Civil Code.

c) How many days will it take to obtain a response?

- 10 working days from the date the request has been received.

d) How will the response be communicated?

- By email.

e) How will the personal data requested be reproduced?

- In electronic or physical means.

#### **5. Means to limit the use or disclosure of personal data**

In order to limit the use or disclosure of your personal data you can send your request to the following email [dlg@dlgabogados.mx](mailto:dlg@dlgabogados.mx).

#### **6. Use of cookies, web beacons or other similar technologies**

We inform that our web page does not use tracking technologies.

## 7. Changes to the Privacy Policy

The present Privacy Policy may be modified due to new legal requirements, our own necessities for the legal services we provide, changes to our business model, among others.

The changes that may be made to the Privacy Policy will be communicated through the following web page: [www.dlgabogados.mx](http://www.dlgabogados.mx).

Last updated: April 1st, 2019.