

**PRIVACY POLICY FOR CLIENTS AND SUPPLIERS OF  
KURI BREÑA, SÁNCHEZ UGARTE Y AZNAR, S.C.**

**I. Identity and address of the person responsible for processing your personal data.**

Kuri Breña, Sánchez Ugarte y Aznar, S.C., henceforth referred to as "KSA", in accordance with the Federal Law on the Protection of Personal Information held by Particulars ("Law") is responsible for the treatment given to your personal information.

Contact Information:

Cristina Kuri Breña Romero de Terreros

Prol. Paseo de la Reforma 1015, Torre B, Piso 8, Col. Desarrollo Santa Fe, C.P. 01376, Ciudad de México.

[datospersonales@ksa.mx](mailto:datospersonales@ksa.mx)

(52) 55 5292-5930

Attention to: Cristina Kuri Breña Romero de Terreros

For KSA, treating your information legitimately is a priority issue. This Privacy Policy supplements any other simplified or shortened privacy notices that KSA has made available to you and it is supplementary in everything that does not expressly refer such notices.

**II. Personal information that will be submitted to treatment.**

KSA will collect the following personal information:

- Name;
- Address;
- E-mail;
- Photography;
- Unique Population Registry Key;
- Federal Taxpayers Registry Key;
- Telephone number, landline or cell phone;
- Banking Information;
- Payment Information;
- Billing Information.

KSA is committed to the sensitive data that is collected, to be treated under the narrowest security measures that guarantee its confidentiality.

In accordance with the provisions of Article 9 of the Law, KSA will obtain your express written consent for the processing of sensitive data, therefore, in this act KSA requires you to grant your consent so that your sensitive personal information is treated in accordance with this privacy notice, through your handwritten signature on the last page of the document.

### **III. The purposes of data processing.**

The personal data, before mentioned, will be used for the following purposes:

- Provide required legal services as well as related activities;
- Report on new services that are related to what was contracted previously (advertising purposes);
- Report on changes to our services;
- Evaluate the service quality;
- To fulfill obligations previously contracted with our clients and suppliers;
- To comply with regulatory obligations issued by the competent authorities, as well as to meet their requirements;
- Identification purposes in compliance with the applicable legislation;
- Statistical purposes and/or marketing purposes;
- Contact you via e-mail in order to share news of interest about our office or about topics of general interest (advertising purposes), and;
- Comply with our payment obligations.

Overall, we collect personal information necessary to formalize the relationship between you and KSA, to comply with our contractual obligations and to comply with legal provisions to which KSA is subject.

However, KSA may disclose your personal data to comply with the provisions referred to in the previous paragraph and in order to comply with requirements by judicial or administrative authorities.

KSA will not collect your identified personal data as sensitive.

### **IV. Mechanisms to manifest the denial of treatment for the purposes that are not necessary, nor have originated the legal relationship with the person responsible and to revoke the consent.**

The holder of the personal information can at any time deny the treatment for the purposes that are not necessary, as well as to revoke the consent that he has granted for the treatment of his data and to limit the use or disclosure of his personal information.

For this purpose, the holder must submit a written request duly signed by the information owner or his representative, as the case may be, addressed to the person responsible for the processing of personal information, at the address indicated in the first point of this notice. The holder must attach the necessary documents to prove their identity or, if applicable, legal representation, as well as the address in which the resolution will be notified or the means through which you wish to be notified. KSA will respond to you within a period of no more than twenty (20) business days from the date of delivery of the request, to resolve your request. If it is appropriate, it shall be effective within fifteen (15) business days of the date on which the resolution is communicated. The above terms may be extended for an equal period, if there are circumstances justifying it.

KSA, under the assumptions established in article 34 of the Law, may deny access to personal information or grant opposition to the treatment of the same.

If you revoke your consent to the processing of your personal information, it is possible that KSA may not be able to provide you the benefits to which you otherwise would have access, such as, maintain your commercial relationship or comply with payment obligations. KSA may take any action it deems appropriate in the event that its revocation of consent disrupts or in any way affect KSA's processes and practices.

**V. Options and means that the person responsible offers the holders to limit the use or disclosure of personal data.**

KSA will limit the use of your personal information by written request of the holder. If you limit the use that KSA may give to your personal information, it is possible that KSA may not be able to provide you the benefits to which you otherwise would have access, such as, maintain your commercial relationship or comply with payment obligations. KSA may take any action it deems appropriate in event that its limitations of the use or disclosure of the information disrupts or in any way affect KSA's processes and practices.

**VI. Means to exercise the rights of access, rectification, cancellation or opposition.**

In accordance with the Law, the holder of the personal data has the right to access the information KSA has and the details of their processing, as well as to rectify them in case they are inaccurate or incomplete and to cancel them or oppose the treatment of the information, in the same terms provided by the Law.

KSA, under the assumptions established in article 34 of the Law, may deny access to personal data, refuse to rectify or cancel, and refuse to grant opposition to the treatment of the same.

Likewise, under the assumptions established in article 26 of the Law, KSA will not be obliged to cancel your personal information.

The holder of the personal information can exercise the rights described above by submitting an application duly signed by the owner or, if applicable, his representative, at the address of the person responsible and must attach the necessary documents to prove his identity or, if applicable, legal representation, as well as the address or means through which you will be notified of the resolution. KSA will resolve the request within a period of no more than 20 (twenty) business days from the date of delivery of the request for access, rectification, cancellation or opposition through the means established therein. If the respective application is appropriate, it will be effective within 15 (fifteen) business days following the date on which the resolution is communicated. KSA will attach simple copies of the information or personal data that it has in its possession. The above terms may be extended for an equal period, if there are circumstances justifying it.

If you do not authorize or revoke the processing of your personal data or otherwise limit it, KSA may not be able to provide you with the benefits which you otherwise would have access to, such as, maintain your commercial relationship or comply with payment obligations. KSA will be able to take the actions that it considers conducive in case your denial or limitation to the treatment and transmission of your personal information, exercise the rights granted by the

Law with respect to your personal information or the revocation of your consent to this policy, prevents, disrupts or in any way affects KSA processes and practices.

**VII. Transfer of personal information to third parties.**

Except for the exceptions provided in article 37 of the Law, KSA hereby agrees not to transfer your personal information to third parties without your consent, if necessary KSA will carry out said transference within the terms established by the Law.

**VIII. Right to promote the procedures for protection of rights and verification that the Institute supports.**

If you believe that your rights have been harmed by any behavior of our employees or our actions or answers, within the terms established by the Law, or its regulations you may file a complaint in the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI). For more information visit its official website: [www.inai.org.mx](http://www.inai.org.mx).

**IX. Procedure and means by which the responsible will communicate the holders the changes to the privacy notice.**

KSA reserves the right to modify or update at any moment this Privacy Statement in attention of legislative or jurisprudential reforms, internal policies or new internal requirements.

All modifications to this Privacy Statement will be posted on the Website via a link from the homepage: <https://www.ksa.mx>

*Last Update: August 10, 2018.*

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I declare that I have read and understand this Privacy Notice. Also, I consent that my personal and financial information be treated in accordance with the terms and conditions of this Privacy Notice.