

# GPL ABOGADOS, S.C.

## AVISO DE PRIVACIDAD

GPL Abogados, C.V., also known as GPLabogados, with domicile at Paseo de la Reforma 115, Office 803, colonia Lomas de Chapultepec, Delegación Miguel Hidalgo, C.P. 11000, Mexico, Federal District and website [www.GPLabogados.com](http://www.GPLabogados.com) is responsible of the use and protection of your personal data, and in such regard we inform you the following:

What are the purposes for us to use your personal data?

The personal data we gather from you shall be used for the following purposes, which are necessary for the requested service:

- To verify and confirm your identity.
- To render legal services.
- To integrate the file(s).
- For internal purposes to measure productivity.

Additionally, we shall use your personal information for the following secondary purposes, which are not necessary for the requested service but allow us and facilitate to provide you a better attention:

- Marketing or publicity
- Commercial prospecting

In the event you do not wish that your personal data be used for the secondary purposes, please indicate below:

I do not agree that my personal data be used for the following purposes.

- Marketing or publicity
- Commercial prospecting

Rejection to use the personal data for such purposes may not be the grounds for us to refuse to provide you the services and products requested or contracted with us.

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## What personal data we will use for such purposes?

In order to conduct the purposes described in this privacy notice, we shall use the following personal data:

- Name
- Marital Status
- Federal Taxpayers' Registry (RFC)
- Sole Code of Population Registry (CURP)
- Place of Birth
- Date of Birth
- Nationality
- Domicile
- Private Telephone
- Cellphone
- Email Address
- Autograph Signature
- Electronic Signature
- Age
- Position being performed
- Work domicile
- Institutional email address
- Institutional telephone
- Labor references
- Education career
- Degrees
- Professional Card
- Certificates
- Awards
- Entrance to country
- Exits from country
- Staying term in the country
- Migratory status
- Residence rights
- Insurance
- Movable property
- Real estate
- Tax information
- Credit record
- Income
- Expenditures

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## **How you may access, rectify or cancel your personal data, or deny its use?**

You have the right to be aware of the personal data we have of you or your principal, the use thereof and the use conditions we provide (Access). Likewise, you are entitled to request the correction of your personal or your principal's information if the same is not updated, is inaccurate or incomplete (Rectification); the deletion from our records or databases if you deem the same is not appropriately used (Cancellation); as well as deny the use of your or your principal's personal data for specific purposes (Rejection), such rights are known as ARCO rights.

For the exercise of any of the ARCO rights, you shall submit the relevant application through the following means:

*admin@GPLabogados.com*

The contact information of the person or department of personal data in charge of processing the ARCO rights requests are the following:

- a) Name of the person or department of personal data: Administration of GPL Abogados, S.C.
- b) Domicile: Avenida Paseo de la Reforma 115, Office 803, colonia Lomas de Chapultepec, Delegación Miguel Hidalgo, C.P. 11000, Mexico, Federal District.
- c) Email address: *admin@GPLabogados.com*
- d) Telephone number: (55) 59856100

Other contact information: *www.GPLabogados.com*

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## **You may revoke your consent for the use of personal data**

You may revoke your consent that, if applicable, was granted to use for the use of your personal or your principal's data. Nevertheless, it is important to consider that in no all events we may be able to attend your request or complete the use immediately, since it is possible that due to any legal obligation we are required to continue using your personal data. Likewise, you shall consider that for certain purposes, the revocation of your consent may involve that we may not be able to continue rendering the requested service, or conclude your relationship with us.

To revoke your consent you shall submit an application through the following means:

*admin@GPLabogados.com*

To know the procedure and requirements to revoke your consent, we make available the following means:

*admin@GPLabogados.com*

## **How you may know the changes to this privacy notice?**

This privacy notice is subject to modifications, changes or updates derived from new legal requirements; from our own needs due to the products and services we offer; from our privacy practices; from changes in our business model, or otherwise.

We commit to keep you informed about the changes that this privacy notice may suffer, through [www.GPLabogados.com](http://www.GPLabogados.com)

The procedure through which the notices about changes or updates to this privacy notice shall be conducted is the following: notice in webpage [www.GPLabogados.com](http://www.GPLabogados.com)

## **How you may become aware of the changes to this privacy notice?**

This privacy notice is subject to modifications, changes or updates derived from new legal requirements; from our own needs due to the products and services we offer; from our privacy practices; from changes in our business model, or otherwise.

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Notice in webpage [www.GPLabogados.com](http://www.GPLabogados.com)

Likewise, you may register you in the following registry, in the event you do not wish to receive publicity from us: Public Registry to Prevent Publicity, for more information please see the webpage of the Federal Attorney for Consumer.

## **Your consent to use your personal data**

I agree that my personal data be used in accordance with the terms and conditions informed in this privacy notice. [ ]

Name and signature of holder: \_\_\_\_\_

On behalf of: \_\_\_\_\_