

GENERAL PRIVACY
NOTICE

For the purposes of this Privacy Notice, Avelar & Castillo Consultores S.A., with address at Av. San Bernabé, Col. San Jerónimo Lídice, Mayor's Office Magdalena Contreras, CDMX, Mexico is designated as the person responsible for the treatment of personal data; with telephone number 55 8806 8383.

Avelar & Castillo Consultores S.A. is committed to maintain all reasonable precautions in order to ensure the privacy and security of the obtained personal data, and we collect personal contact information (such as name, company, address, telephone number or email address) that you provide when registering, answering a survey, questions or in any other way, and the data will be used without prejudice of the specific purposes of privacy notices made available for Avelar & Castillo Consultores S.A., contact, to provide our products or services, to the exercise of Avelar's principal activity in our trade relations or for statistical purposes. The refusal to allow the use of your personal data for these purposes may not be a reason for Avelar & Castillo Consultores S.A. to deny the services or products requested or contracted with us.

By using this Web site data that is not perceived may be collected, information such as the type of browser, operating system, visited pages, links or IP address among others, which can be disabled or erased, for which it is recommended to read the Web Browser instruction manual.

You are entitled to know what personal data we have from you, why and how we use them (access). Also, you are entitled to request personal information modifications if it is outdated, inaccurate or incomplete (rectification); removal from our records or databases when you consider that it is not being used in accordance with the principles, duties, and obligations laid down in the Regulation (cancellation); as well as opposing to use your personal information for specific purposes (opposition), known as ARCO rights. In addition, according to the expected cases provided by the regulations and law of the matter you may revoke your consent.

To exercise any of ARCO rights or to revoke your consent you must present the adequate written application at avelarycastillo@gmail.com email account or directly at our address.

In case you require to exercise your rights of access, rectification, cancellation or opposition regarding to data provided or collected Avelar & Castillo Consultores S.A offers the following e-mail account: avelarycastillo@gmail.com where you will be attended and will have answer from the responsible area of treatment and protection of personal data. Also, at any time you may revoke your consent for free.

To exercise your rights, you must send your request to the email address indicated above, alongside copy of official ID and provide contact details that will allow us to identify you (such as name, phone, address or e-mail address) You must indicate the way in which you prefer to be contacted, by ordinary mail or by e-mail.

In order to protect your personal data and, where appropriate, be able to properly execute your rights, it will also be necessary: i) for access matters, provide clear explanation of the personal data that is required to become acquainted; (ii) for rectification matters, specify the data that you want to modify

alongside any document justifying the rectification; (iii) for cancellation, specify the data that you want cancel and the purpose of data treatment; and iv) in the case of opposition, specify the reasons by which you object to the treatment. In all four cases, it is also recommended that you indicate any other data that will help us locate the information requested.

Once your request is received and confirmed through the receipt notice that will be sent to the e-mail address that you provided, you will receive appropriate answer within a maximum period of 20 days. Whether to provide or obtain personal information for Avelar & Castillo Consultores S.A is provided with an e-mail account, the answer can only be sent to this e-mail if requested, otherwise, for matters of your own safety, and in order to protect your personal data, you will have to come personally to our address and bring an official ID.

If your request is approved, Avelar & Castillo Consultores S.A fully commits to exercise it within 15 business days after you receive answer to your request.

In case of not having e-mail address, your written request, with signature, can be sent by regular or certified mail to the Avelar's offices and addressed to the responsible area, in which case the same procedure will be followed by delivering notifications by mail at the mailing address you gave, without prejudice that for answer delivery and execution of actions it may be necessary for you to come to Avelar & Castillo Consultores S.A facilities with official ID, in order to prove your identity and by that, protect your information.

Avelar & Castillo Consultores S.A reserves the right to amplify the mentioned terms just for once and for an equal period, exclusively when the particular circumstances of the case are necessary, in such case, the situation has to be informed and notified by the same means.

This privacy notice may be modified, changed or updated in case of new legal requirements, by our own needs or privacy actions and practices. We are committed to keep you informed about the changes that the present document may suffer according to the corresponding legal guidelines and through the means of contact you have provide.