



ABOGADOS  
ATTORNEYS AT LAW

## PRIVACY NOTICE

This privacy notice is issued in order to comply with the provisions of the Federal Law of Protection of Personal Data Held by Private Parties and the Regulations of the aforementioned Law.

Through this privacy notice, we commit ourselves to treat your personal data under the strictest security measures that guarantee its confidentiality.

### **Identity and address of the person responsible for collecting personal data:**

**BUFETE JURÍDICO SAN MIGUEL LEGAL, S.C.**, with address at Calle Diez de Sollano número 50, Zona Centro, C.P. 37700, San Miguel de Allende, Gto. which is responsible for the processing of your personal data, the use given to them and their protection.

### **Purpose of Data Processing:**

Your personal data will be used for the following purposes:

- To provide the services and products requested by you.
- To inform about changes or new products or services.
- To comply with the obligations contracted with our customers and/or government entities.
- To evaluate the quality of service.
- Conduct internal studies on consumption and service habits.
- Promote, communicate and disseminate in general information about courses or any other event or communication.
- Those specifically indicated in the reduced notices or specific documents.

### **Personal data that may be collected:**

For the purposes outlined in this privacy notice, we may collect your personal data in different ways: when you provide it to us directly and when we obtain information through other sources that are permitted by Law.

We collect your personal data directly when yourself provide it to us by various ways or give us information in order for us to provide you with a service. The data that we obtain by this way and other sources allowed by the Law, may be, but not limited to your name, address, date of birth, nationality, occupation, profession, activity of your business, telephone numbers, Unique Population Registry Code, Federal Taxpayers Registry Code, email, title and professional license.



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**ARCO Rights (Access, Rectification, Cancellation and Opposition):**

You have the right to access your personal data in our possession and the details of their processing, as well as to rectify them in case they are inaccurate or incomplete; cancel them when you consider that they are not required for any of the purposes indicated in this privacy notice, are being used for non-consensual purposes or the non-contractual or service relationship has ended, or oppose the processing of them for specific purposes. Also, at any time, you may revoke the consent you have given us for the processing of your personal data, so that we stop using them.

Once we receive your request, our staff will confirm its reception to the address indicated by you and we will take care of it within the next fifteen days from reception of the request, making effective the requested right.

For further information, please contact our Customer Service Department at (415) 152 05 86, [info@sanmiguel-legal.com](mailto:info@sanmiguel-legal.com), or visit our offices.

**Transfer of Data**

Your personal data may be transferred and processed inside and outside the country, by persons other than us, in connection with the services provided to you and for the purposes set forth herein.

In this case, we will adopt the necessary measures so that the persons who have access to your personal data comply with the privacy policy, as well as with the principles of personal data protection established in the Law.

**Modifications to the privacy notice**

We reserve the right to make changes or updates to this privacy notice at any time, in order to meet new legal requirements, internal policies or new requirements for the provision or offering of our services or products.

These modifications will be available at San Miguel Legal's office and our website [www.sanmiguel-legal.com](http://www.sanmiguel-legal.com).

Sincerely,

**Bufete Juridico San Miguel Legal S.C.**