

# PRIVACY NOTICE

NEGOCIOS Y ESTRATEGIAS S.C. better known as NEGOCIOS Y ESTRATEGIAS, located at AV. EL ROSARIO No.1025, OFFICES 56 AND 57, Colonia TIERRA NUEVA, DELEG. AZCAPOTZALCO, MEXICO CITY, c.p. 02430, COUNTRY MEXICO, web page: [www.negociosyestrategias.com.mx](http://www.negociosyestrategias.com.mx), is responsible for the use and safeguarding of your personal information, with regard to which, we wish to inform you of the following:

## What do we use your personal information for?

The personal information we obtain from you is used for the following purposes, and is necessary to provide the service in question:

- Provide services
- Information on changes by the SAT, SCT and other authorities
- Compliance with obligations
- Assessment of service quality

## What personal details do we use for these purposes?

For the purposes set out in this privacy notice, we will use the following personal information:

- ID information
- Contact information
- Academic information
- Immigration details

## How can you access, rectify or cancel your personal information, or object to use thereof?

You have the right to know what personal information we have of yours, what it is used for and the conditions for use thereof (Access). Moreover, you are entitled to request that corrections be made to your personal information, in the event it is not up to date, inaccurate or incomplete (Rectification); that we remove it from our records or databases if you consider it is not being used adequately (Cancellation); and object to use thereof for specific purposes (Objection). These rights are known as ARCO rights.

In order to exercise any of your ARCO rights, you must make your request through the following means:

Request in writing or via email.

Following are the steps to be followed to obtain further information on the procedure and requirements for exercising ARCO rights:

Request in writing or via email, containing at the least the following information: (a) name and address, or other means for communicating a reply to the request; (b) documentation accrediting the requesting party's identity, or legal representation thereof; (c) a clear and accurate description of the personal information with regard to which you wish to exercise ARCO rights; (d) express statement to revoke consent to treatment of the personal information in question and therefore, for said information to no longer be used; (e) any other element that will help to locate the personal information in question. For further information, please contact us at the email address provided below.

The contact information of the person or department handling requests to exercise ARCO rights are as follows:

- A) Name of person or personal-information department: Francisco Fraga Santillán
  - b) Domicile: Benito Juárez No. 223 Office 102, Centro, City of Veracruz, Postal Code 91700, in the State of Veracruz, Mexico
  - c) Email: [contacto@negociosyestrategias.com.mx](mailto:contacto@negociosyestrategias.com.mx)
  - d) Telephone: (229) 9322839
- Other contact information: [sandra.flores@negociosyestrategias.com.mx](mailto:sandra.flores@negociosyestrategias.com.mx)

## **You can revoke your consent for the use of your personal information**

You can revoke your consent that, if any, to use and treatment of your personal information. However, please bear in mind that we may not be able to address your request or end use of your personal information immediately, as we might, due to certain legal obligations, need to continue to use your personal information. Moreover, you may need to consider that for certain purposes, reversal of your consent could mean that we may be unable to continue providing the services, or termination of your relationship with us.

To revoke your consent, you must submit a request as follows:

Submit a petition for the aforementioned individual to contact you by email, indicating the procedure to be followed to revoke your consent.

To learn more about the procedure and requirements for revoking your consent, we place the following medium at your service:

You can at any time revoke your consent with regard to the treatment of your personal information. For this purpose, you must submit a petition for the aforementioned individual to contact you by email, indicating the procedure to be followed to revoke your consent.

Most recent update: April 14, 2016

## **How can I restrict use and dissemination of your personal information?**

In order for you to place restrictions on the use and dissemination of your personal information, we offer you the following means:

Via email:

## **How can I be advised of any changes to this privacy notice?**

This privacy notice may suffer changes or be updated as a result of new legal requirements; our own requirements related to the products and services we offer; our privacy practices, changes in our business model, or other.

We agree to keep you up to date on changes to this privacy notice, through: Our web page

The procedure through which changes or updates to this privacy notice will be notified is:

We reserve the right to modify or update this privacy notice as a result of changes in the legislation, internal policies or new requirements for providing our services. These changes are available to the public through the following media: (i) visible announcements posted at our establishments or customer service centers; (ii) brochures available at our establishments or customer service centers; (iii) in our web page [privacy notice section]; (iv) or we can send them to you at the last email address provided.