

CMS WOODHOUSE LORENTE LUDLOW

PRIVACY POLICY

WOODHOUSE LORENTE LUDLOW S.C., (hereinafter “CMS-WLL”, “WE”, “US” or “OUR”), located at Av. Paseo de la Reforma 115, Piso 19, Colonia Lomas de Chapultepec, Ciudad de México, C.P. 11000, in Mexico City (“CDMX”), México, and with website <https://cms.law/en/mex/office/mexico-city>, recognizes the importance of the legitimate, controlled and informed handling of personal data, for which it informs YOU, (hereinafter “YOU”, “YOURS” or “DATA SUBJECT”) of the following:

Purposes for processing personal data

The data that we gather from you will be processed for the following purposes, which are necessary for the service that we provide to you:

- In order to provide the legal services requested;
- To answer the questions, queries and comments that you send us by any means;
- To follow-up every request for services that you request for;
- To create your profile and keep it updated in the customer database; and
- To send you data that could be of interest to you, when you ask us to do so.

Personal data that we will process for the purposes described above

In order to carry out the purposes described in this Privacy Policy; we will process the following personal data:

Name;
Federal Registry of Taxpayers (RFC);
Unique population registration key (CURP);
Nationality;
Address or Domicile;
Phone number;
Email;
Autograph signature;
Photograph;
Fingerprint;
Position or charge you fulfill;
Work Address;
Institutional or Work Email;
Job references;
CV and Educational trajectory;
Professional Degree;
Professional License;
Residence rights;
Tax information; and
Bank accounts.

In addition to the personal data mentioned above, for the purposes outlined in this Privacy Policy, we will process the following sensitive personal data, such that requires special protection:

Health data (exclusively that which relates to the personnel working at CMS-WLL and exclusively for processing the health insurance of such personnel).

Data transfers

We inform you that your personal data will be shared outside Mexico with the following non-CMS-WLL people, companies, organizations or authorities, for the following purposes:

Recipient of personal data	Purpose	Requires consent
CMS Legal Services EEIG	Transferred to an organization within the same group of companies that operates under the same procedures and internal policies.	No
CMS Legal Services EEIG	For the maintenance or compliance of a legal relationship between the controller and the processor.	No

ARCO rights

You have the right to know which personal data from you we process, and the purpose of such processing (Access). Additionally, it's your right to request the correction of your personal data in the event that it is not updated, inaccurate or incomplete (Rectification); to request that we eliminate your personal data from our registries or databases when and if you consider that it's not being processed in the right way (Cancellation); you can also oppose the processing of your personal data for specific purposes (Opposition). These rights are known as ARCO rights.

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

- a) Name of the person or department of personal data: Cesar Armando Lechuga Perezanta
- b) Address: Av. Paseo de la Reforma 115, Piso 19, Colonia Lomas de Chapultepec, Ciudad de México, C.P. 11000, in Mexico City, México.
- c) Email: contacto@cms-wll.com.
- d) Phone number: +525552822728

Consent Withdrawal

You can revoke or withdraw your consent for the processing of your personal data. However, it's important that you keep in mind that it may not be possible to stop processing your personal data immediately in all cases, particularly if we are legally obliged by law, regulation or a competent authority to keep processing your personal data. Also, we ask you to consider that withdrawing your consent for data processing for certain purposes can carry as a consequence that CMS-WLL will be unable to keep providing the service you requested from us, and/or may entail the conclusion of your legal relationship with us.

To withdraw or revoke your consent, you may file a request by email to contacto@cms-wll.com or in person at our offices.

Regarding to the procedure and requirements for the withdrawal of your consent we inform you the following:

- a) Means by which the data subject can prove his or her identity to us and, if applicable, that of his or her legal representative:

Official identification of the data subject, or a power of attorney for disputes and collections in case the data subject is represented by a third party.

- b) Information or documentation the request for consent withdrawal should include:

The specific data in possession of CMS-WLL, the right that it wishes to exercise upon it (e.g. Access, Rectification, Correction or Opposition) and an email address to answer the request.

c) Time to answer your request:

10 business days.

d) Ways in which we will communicate our answer to you:

Email or in person at our offices.

e) Means by which we will reproduce your data for delivery:

Electronic documents or printed copies.

Limiting the processing of Personal Data.

You may limit the processing of your personal data through the following procedure:

Even though CMS-WLL does not process data for different purposes other than those specified in this Privacy Policy, if you wish to limit the processing of your personal data, you can send an email to contacto@cms-wll.com with a request of which personal processing you would like CMS-WLL to limit. (Please consider that the limitation of data processing for certain purposes can carry as a consequence that CMS-WLL will be unable to keep providing the service you requested to us, and/or may entail the conclusion of your legal relationship with CMS-WLL.)

Changes to this Policy

This Privacy Policy is subject to changes, updates or amendments from time to time, for reasons including but not limited to: new legal or regulatory requirements; our own necessities; inclusion of new products or services that we may offer; changes or amendments to our corporate or in-house privacy guidelines; changes to our business model, or for other legitimate reasons.

We are committed to keeping you informed of changes to this Privacy Policy by updating our Privacy Policy on our website.

Last Update: March 20, 2020