

Consultoría Legal Empresarial, S.C. is a Firm committed to the confidentiality and privacy of its clients, suppliers, users and collaborators, which is why we take the protection of your personal data very seriously. In compliance with the provisions of the Federal Law on Protection of Personal Data Held by Private Parties published in the Official Gazette of the Federation on July 5, 2010 and its Regulations, this Privacy Notice is published. If you do not accept the conditions indicated here, you must refrain from providing any personal data to Consultoría Legal Empresarial, S.C., If you provide Consultoría Legal Empresarial, S.C., any personal data, it will be considered your absolute and express acceptance of our privacy notice.

## **I. ENTITY RESPONSIBLE FOR THE PROTECTION OF YOUR PERSONAL DATA:**

Consultoría Legal Empresarial, S.C, with address at Av. Rio de Janeiro, No. 503, Colonia Panamericana, Postal Code 31200, in the City of Chihuahua, Chihuahua, whose internet portal is [www.clempresarial.com](http://www.clempresarial.com)

You can contact us to exercise your ARCO rights, or for any questions you may have about the handling of your personal data, via email to [contacto@clempresarial.com](mailto:contacto@clempresarial.com).

## **II. DATA WE COLLECT:**

The data you provide us will be treated under the principles established in the Law on Protection of Personal Data Held by Private Parties, which are the following: LICITUDE, CONSENT, INFORMATION, QUALITY, PURPOSE, LOYALTY, PROPORTIONALITY AND RESPONSIBILITY.

Your personal data is collected without purposes of disclosure or commercial use, and will be used only for the following purposes:

### **For customers:**

- Determine the form, time and particularities of the service to be provided.
- Evaluate applicable legal strategies.
- Prepare quotes and economic proposals.
- Verify the information you provide us to handle your issues.
- Elaboration of bills.
- Perform credit and collection functions derived from the operations executed.
- Integration of KYC files.

### **For suppliers:**

- Request for quotes.
- Preparation of purchase orders.
- Review of compliance with tax obligations.
- Integration of KYS files.

### **For clients, suppliers, users, collaborators and the general public:**

- Maintain accounting and tax control of the operations carried out.

- Maintain a database of suppliers and clients.
- Prepare and send your invoices.
- Comply with the legal obligations arising from our contractual relationship, including payments for services received and/or provided, complying with the applicable regulations.
- Provide the data to Legal Firms in case of contingency, to exercise the legal action necessary to resolve it.
- Obtain images from security cameras with the aim of safeguarding the security of those who enter the offices.

By virtue of the above, we inform you that we will collect the following data through our website and/or emails and/or manual records and/or telephone calls and/or in person:

- Identification and contact data: Full name, address, email, office and cell phone, Federal Taxpayer Registry (RFC), Unique Population Registry Code (CURP), corporate name, the name of the company for the who works or represents.
- Health data: In order to comply with the Safe Operation Protocol, derived from the SARS COV 2 or COVID 19 virus, you will be asked to take your temperature, oxygenation, respiratory symptoms, COVID 19 vaccination status, cell phone number, contact with infected people. or with suspicion of contagion.
- For our prospects and clients: We will collect your personal data and billing data, in order to provide the corresponding services, and comply with the legal obligations arising from the respective commercial relationship, therefore, we ask you to review the corresponding Privacy Notice on the page: [www.clempresarial.com](http://www.clempresarial.com)

### **III. PURPOSES OF THE PROCESSING OF YOUR PERSONAL DATA:**

The personal data that we collect on our website, telephone calls, emails and in person will be used for the following purposes:

- To identify, communicate with and contact you.
- To send you newsletters and relevant information about our services; as well as legal information of business interest.
- To send you information via email regarding courses or events training that we provide or in which we are participating.
- To issue and send you the corresponding invoices according to the services that they are hired.

For the purposes indicated in this Privacy Notice, we may collect your personal data when you provide it to us directly, whether in person, by telephone or electronically, via our website [www.clempresarial.com](http://www.clempresarial.com) and when we obtain information through through other sources that are permitted by law.

At no time will your personal data be transferred to third parties, unless it is done in compliance with the legal relationship between the person responsible and the owner of the data, as well as in the cases of article 37 of the Personal Data Protection Law in Possession of Individuals.

The financial data that we collect is solely and exclusively for the purposes expressed here and under the protection of the legal relationship that unites us with you.

#### **IV. LIMITS ON THE USE AND DISCLOSURE OF YOUR PERSONAL DATA:**

As Responsible entity Consutoría Legal Empresarial, S.C., is committed to safeguarding your personal data under physical, technical and administrative security measures, which have been implemented, in accordance with the Regulations to the Law on Protection of Personal Data Held by Private Parties, with the in order to protect said personal data against any damage, loss, alteration, destruction, unauthorized use, access or processing seeking, above all, to guarantee the confidentiality of the data and ensure that any risk or violation that may arise is minimized.

#### **V. USE OF “COOKIES” AND “WEB BEACONS”:**

We inform you that our website uses “cookies” and “web beacons”, which are text files that are automatically downloaded and stored in the hard drive of the user's computer equipment when browsing a specific Internet page and that allows us to monitor your behavior as an Internet user, provide you with a better service and user experience when browsing our page, as well as offer you new products and services based on your preferences.

Likewise, cookies can be used to prevent us from showing you advertisements, news and/or recommendations that may be of interest to you, based on your previous activities on our website.

Web beacons are generally graphic images that are placed on a website and are used to count the number of visitors to a website or may even allow access to some cookies. The use of web beacons on our website is intended to reflect statistics regarding the products and/or services that are of interest to you. These web beacons typically do not collect information other than what your browser provides us as a standard part of any Internet browsing. If you choose to disable cookies in your Internet browser, the web beacon will no longer be able to specifically track your activity.

Some websites or applications on our website may use locally stored objects, such as Flash cookies or local storage. These types of locally stored objects are used for similar purposes to cookies but can generally contain a greater amount of data different from browser cookies. You can modify your Flash player settings using Settings Manager based on your preference for local shared object storage, including turning off local shared object storage only for certain websites or turning off local shared object storage entirely for all sites. Web.

Most browsers or Internet browsers allow you to disable or allow the use of cookies. You can also delete cookies from your computer if your browser allows you to do so. If you disable cookies, you may not be able to use certain parts of our website and an opt-out cookie may need to be reinstalled. In any case, you will have several options to limit the access of cookies and web beacons from our website on your computer.

## **VI. EXERCISE OF ARCO RIGHTS:**

You have the right to ACCESS the personal data that Consultoría Legal Empresarial, S.C., has in relation to you, as well as the details of their treatment, as well as to RECTIFY THEM if 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, or when they are being used for non-consensual purposes or the contractual or service relationship has ended, or, OPPOSE the processing of them for purposes specific.

This request must be made in free writing that meets the requirements established in the Law and be sent by email to the address: [contacto@clempresarial.com](mailto:contacto@clempresarial.com)

If you require information about said request, you can contact our Privacy contact by sending an email to the address: [contacto@clempresarial.com](mailto:contacto@clempresarial.com).

Once your request is received, we will communicate the corresponding response according to the procedure and within the deadlines established by the Law and, if appropriate, it will be effective according to the deadlines indicated by the Law.

## **VII. REVOCATION OF CONSENT FOR THE PROCESSING OF PERSONAL DATA:**

You can revoke the consent that, if applicable, you have given us for the processing of your personal data. To revoke your consent you must submit a request under the same terms as for the exercise of your ARCO Rights.

To do this, you must demonstrate that you are the owner of the personal data or its legal representative, and where applicable, with any official identification document, as well as expressing a clear and precise description of the personal data with respect to which you seek to exercise any of the rights, and any other element or document that facilitates the location of personal data, as well as any other document required by current legislation at the time of submission of the request, as well as the email to which we will send our response. or the telephone number where we can contact you.

Within a maximum period of 20 business days from the date the request is received, we will respond to your request and inform you of its origin through an email to the address you have provided or, where appropriate, we will a phone call to come to our home to receive the requested response. If the Request is answered affirmatively or appropriately, the requested changes will be made within a maximum period of 15 business days. The Controller may notify you within the deadlines referred to in this paragraph of the extension thereof, only once, for a period equal to the original.

We inform you that there are established legal ways to prevent information from being sent to you that you do not want, or from having your data used in a commercial manner. We suggest you register with CONDUSEF, in the Public Registry of Users (REUS) on the page [www.condusef.gob.mx](http://www.condusef.gob.mx), to avoid advertising, as well as with PROFECO in the Public Registry to Avoid Advertising (REPEP) on the page [www.profeco.gob.mx](http://www.profeco.gob.mx).

We would appreciate it if you let us know if you have decided to include your name on these lists so that we can make the corresponding adjustments. We appreciate you letting us know if you have decided to include your name on these lists so that we can make the corresponding adjustments.

#### **VIII. PROTECTION OF YOUR PERSONAL DATA:**

We are committed to doing our best to protect the security of the personal data you provide to us, by executing legal acts, by using technologies that control unauthorized access, use or disclosure of personal information and the corresponding administrative measures. in our company. We have security measures in place that include restricted access to your files and constant monitoring of our systems. In the event of security breaches occurring in any phase of the treatment, we will inform you to the email provided to us, so that appropriate measures can be taken for your protection.

#### **IX. MODIFICATIONS TO THE PRIVACY NOTICE**

This Privacy Notice may be modified in the future, depending on applicable legislation. In any case, any modification to it will be made known to you by publishing it on our page: [www.clempresarial.com](http://www.clempresarial.com)