

## **PRIVACY NOTICE FOR CLIENTS**

### **Bufete Amieva y Asociados, S.C.**

#### [1.- Address and identity of the Data Controller](#)

In accordance with article 16 of the “Federal Law on Protection of Personal Data held by Private Parties” (“LFPD”) and other applicable provisions, Bufete Amieva y Asociados, S.C., as the data controller (“Data Controller”) for this Privacy Notice, located at Av. Insurgentes Sur No. 1446, Piso 7, Oficina 001, Colonia Actipan, Alcaldía Benito Juárez, C.P. 03220, México City, informs of the following:

#### [2.- Personal collected data subject to treatment](#)

For the development of the aims described in this Privacy Notice, we will collect the following personal data: name, organization you working for, address, e-mail, telephone number, professional data, commercial data, economic data, financial data, and any related data provided in accordance with the purposes described in the Privacy Notice.

We inform you that the responsible for collecting data will never collect sensitive personal data for any reason.

#### [3.- Treatment purposes](#)

We will use your collected data for academic purposes and for developing legal queries related with the services required, also we will use your data to consolidate our internal records in order to send you academic and legal information accorded to our legal services, as well as for administrative and invoicing purposes.

Likewise, collected data can be used to implement our recruitment process and for analyzing possible candidates to be part of Bufete Amieva y Asociados, S.C.

#### [4.- Transfer of Personal Data](#)

Data Controller can only be able to transfer your personal data to any competent authority for tax and fiscal purposes.

#### [5.- Consent to transfer Personal Data](#)

We will not be transfer your Personal Data to any third party without your prior consent, except for those exceptions established on article 37 of the LFDP, and in any event accomplishing the dispositions provided on article 17 of the Regulation of the LFPD.

#### [6.- ARCO Rights](#)

Usted podrá ejercer en todo momento sus derechos de acceso, rectificación, cancelación y oposición (derechos “ARCO”) a través de los procedimientos que hemos implementado.

At any moment you are able to exercise your rights for accessing, rectification, cancelling and opposition (“ARCO” rights), through the process that we have implemented.

The corresponding application should be filled according to the required information established on the current legislation, through written letter to our Personal Data Department Cristina Isabel Amieva Gálvez, with address in Av. Insurgentes Sur No. 1446, Piso 7, Oficina 001, Colonia Actipan, Alcaldía Benito Juárez, C.P. 03220, México City.

The application must content the following requirements:

1. Name and address or any other way to locate and communicate the answer to your request.
2. Any document related to verify your identity or the legal representation;
3. A precise description of the personal data requested in order to exercise any of the above mentioned rights, and
4. Any other document that provide information to locate the personal data requested.

Data controller will communicate you, within a period no longer than of 20 labor days starting from the moment of the reception of the application, the answer to your request. If the answer is affirmative, this will be effective within the next 15 labor days following the communication. In case that the information provided on the application results inaccurate or insufficient, or the documentation provided is not sufficient to provide information to support your identity or your corresponding legal representation, the Data Controller within a period of 5 labor days before the reception of the application, will request you to correctly fulfill the application in order to continue the process to your request. You will have 10 labor days to answer the request, starting from the day you receive the requirement. If you do not take care of the requirement within the mentioned period, it will be dismiss.

You will be able to obtain the information and personal data requested by hard copy, electronic documents in any ordinary format (Word, PDF, etc.), through restricted and authorized access to the system, which manage your personal data, or through any legal platform that warrant and provide your effective exercise of your right requested.

In addition, you can send your request by our e-mail address [contacto@bufeteamieva.com.mx](mailto:contacto@bufeteamieva.com.mx), your application must contain all the requirements related above and the corresponding answer will be provided through the same platform, unless any different instruction provided by the owner.

You are the only responsible to maintain your data collected updated. Therefore, you will response, in any case, for the authenticity, validity and accuracy of the personal data provided, and commit yourself to maintain updated and to communicate any change.

## [7.- Revocation of Consent](#)

You can cancel your consent for the treatment of your personal data, without any retroactive effects, in all those cases in which the revocation does not carry the impossibility of fulfill any obligation related to any current legal relation between you and the Data Controller. The procedure will be the same that the related to the exercise of ARCO rights.

#### [8.- Limitations related to personal data disclosure](#)

You are able to set limitations for the use and disclosure of your personal data by sending a request to our Personal Data Department. The requirements to verify your identity, as well as the procedure to attend your requirement are the mentioned above for the exercise of ARCO rights.

#### [9.- Updating and modifications to the Privacy Note.](#)

The Data Controller can modify at any time the current Privacy Note; we will post any amendment immediately in our web page [www.bufeteamieva.com.mx](http://www.bufeteamieva.com.mx).

This Privacy Notice was updated for last time on June 10<sup>th</sup>, 2026.