



Privacy notice disclosure

In accordance with the Federal Law for the Protection of Personal Data Held by Individuals or Private Companies, hereinafter, "The Law", we ask you to read carefully the Terms and Conditions set out in this Privacy Notice Disclosure since any type of personal data submitted to DRH & SCI CONSULTING GROUP through our websites (drhcontadores.mx), DRH's partners email addresses and administrative assistants constitutes acceptance of these terms and conditions, and hence, you expressly authorize the processing of your personal data:

Terms and Conditions

1. The purpose of this notice is to protect your personal data through lawful processing in order to secure your privacy as well as your right to control access to your personal data.
- 2.- In accordance with Article 3, Section V of the Law, personal data is considered: Any information concerning an identified or identifiable natural person.
- 3.- DRH & SCI CONSULTING GROUP, hereinafter, "DRH & SCI CONSULTING GROUP", in compliance with Section I of Article 16 of the Law, shall be responsible for your information.
- 4.- DRH & SCI CONSULTING GROUP has the purpose of carrying out the delivery of professional services in all type of accounting, administrative, legal and IT matters, as well as advisory and consulting on accounting, tax, administrative, financial, legal and Human Resources matters. In order to provide you with the afore-mentioned services, it is necessary to use, and in some cases, transfer your personal data.
- 5.- By sending your personal data to DRH contadores's partners email addresses or providing DRH contadores's representatives with them by telephone, you agree DRH is authorized to use your personal data and information given, which shall be part of our data base with the purpose of providing you with our administrative services but not limited to: identifying you, locating you, communicating, contacting you, sending you information, updating our data base, obtaining statistics and promoting DRH & SCI CONSULTING GROUP's services.
- 6.- The period of time for the use of your personal data shall be indefinite as of the date you provide us with them. You might opt to refuse our using them at any time.



7.- DRH & SCI CONSULTING GROUP shall be responsible for using your personal data and be bound to comply with the principles of lawfulness, consent, information, quality, purpose, fairness, proportionality and accountability established by the Law.

Therefore, in compliance with Articles 13 and 14 of the Law, DRH & SCI CONSULTING GROUP is committed to guarantee strict confidentiality of your personal data as well as to keep administrative, technical and physical security measures as to protect your personal data from any damage, loss, alteration, access or undue disclosure.

8.- In terms of provisions of Article 22 of the Law, you have the right to, at any time, exercise access, rectification, cancellation and opposition to our using your personal data. You may request so through e-mail to contacto@drhcontadores.mx; matters related to data base and our Partner service may also be addressed in writing to our domicile: Rio Lerma 217, Interior 2, Colonia Cuauhtémoc, Alcaldía Cuauhtémoc, Código postal 06500, Ciudad de México. In compliance with Article 29 of the Law, the afore-mentioned request shall have the following information: a) Full name and domicile or any other mean to communicate your request's response; b) Identification or the person's legal representation requesting on their behalf; c) Clear and concise description of personal data with regard to which one of the afore-mentioned rights you want to exercise, and d) Any other element or document that facilitates personal data discovery. Should you request rectification of your personal data, you shall indicate the data change, and provide us with back-up documentation. Response to your request shall be informed within 20 business days from the date on which your request was received; Should it be applicable, with the purpose of complying with your request, we shall implement measures within 15 business days after responding.

9.- DRH & SCI CONSULTING GROUP shall occasionally amend this Privacy notice disclosure; hence, we ask you to check this notice regularly on drhcontadores.mx so you can be informed on changes and see how it may have an effect on you.

10.- We suggest you be acquainted with the Federal Law for the Protection of Personal Data Held by Individuals or Private Companies. Should you have any further question regarding data base and customer service, email us at contacto@drhcontadores.mx or in writing to our domicile: Rio Lerma 217, Interior 2, Colonia Cuauhtémoc, Alcaldía Cuauhtémoc, Código postal 06500, Ciudad de México.