

PRIVACY STATEMENT

QUINTERO Y QUINTERO ABOGADOS, S.C., better known as Q & Q ABOGADOS, with address located in PADRE MIER 1504 WEST, COLONIA OBISPADO, in the city of MONTERREY, NUEVO LEON. 64060 and website www.qyq.com.mx, is responsible for the use and protection of its Personal Information, therefore state the following:

In compliance with the "Ley Federal de Protección de Datos Personales en Posesión de los Particulares", Rules and corresponding Guidelines, we hereby offer the following PRIVACY STATEMENT, which main purpose is to inform all matters regarding the Personal Information, when gathered, used, stored and in any case transferred, demonstrating its usage and sharing with prior authorization of the owner.

• For what purposes the personal information shall be used?

The personal information gathered from you, shall be used for the purposes needed for the service requested:

- To render legal services
- For compliance in agreements, contracts and any other settlements.
- For fulfillment of legal, regulatory, contractual or accounting obligations binding for the owner of the Personal Information.
- For performing investigations and legal analysis.
- For sending any newsletters and informative messages regarding our legal services.
- For administrative proceedings including billing and collection services.

• Which Personal Information we are going to use?

For purposes of the aforementioned in the Privacy Statement, we shall use the following Personal Information:

- Identification information
- Contact information
- Information regarding physical features
- Labor information
- Academic information
- Migratory information
- Patrimonial and/or financial information
- Information of legal procedures

In addition to the Personal Information described above, for purposes of this Privacy Statement, we shall require the use of all types and categories of Personal Information considered as sensitive, for example, health information, political or religious ideology, sexual preferences, political opinions, affiliations, among others.

• How we should treat the Personal Information and when shall be transferred?

All information received by Q & Q ABOGADOS is considered confidential information privileged by professional secrecy, under attorney-client relationship, as applicable. Nonetheless, the Personal Information provided by you may be transferred for the purposes set forth in the Privacy Statement to any public or private authorities, individual or corporate entities when required for the proper provision of our legal services, as well as any transfer events provided by law.

• How to access, modify or cancel the Personal Information or object to its use?

You have the right to know which Personal Information we have, purposes of its use and conditions of such use (Access). Therefore, you have the right to request the correction of the personal information in the event such information is not accurate, exact or incomplete (Rectification); to eliminate from our registry or data bases when is not considered to be properly used (Cancelation); to oppose to a specific use of the Personal Information (Opposition). All such rights are known as **ARCO** rights.

For the exercise of any of the **ARCO** rights, You shall deliver personally a written request in our offices or through an email message to the following address: privacidad@qyq.com.mx

Regarding the procedure and requirements for the exercise of the ARCO rights, we shall inform you the following:

a) How shall you prove the identity of the owner and of its representative as well as the personality of the last one?

With official identification (voter identification card, passport, professional license). For representation, the representative shall have a Special Power of Attorney granted in letter with two witnesses, which signatures shall be confirmed by public notary or by public deed.

b) What information shall include the request?

Complete name, address for notifications, phone, email, accurate and complete description of the Personal Information by which the ARCO rights are exercised, relevant facts and formation for such case and signature. In the event the request is by email, an acknowledgement receipt and enclosed documents shall be included.

c) In how many days we shall answer your request?

15 labor days counted from the next labor day following the reception, with extension of such term as set forth in the law.

d) How shall we notify the answer to your request?

By email, unless we consider other additional means for notifications.

e) By which communication media shall we reproduce the requested personal information?

Electronic or written media, as appropriate. We reserve the right to charge any reproduction of the same.

The contact information of the person or department of Personal Information, in charge of processing all ARCO right requests, are as follows:

- Name: Administrator of Q & Q ABOGADOS
- Address: Calle Padre Mier 1504 West, Colonia Obispado, Monterrey, N.L., C.P. 64060
- Email: privacidad@qyq.com.mx
- Phone: (52 81) 81 29 99 99

• You shall at any time revoke your consent for use of Personal Information:

You shall revoke the consent given for the treatment of Personal Information. Nonetheless, is important to consider that not in all cases we should be able to attend your request or conclude the use immediately, provided that in some cases a legal obligation may require us to continue such use. Therefore, You shall consider that for certain purposes, the cancelation of such consent may imply to cancel the provision of the service requested or terminating any relationship with us. For the cancelation of the consent you shall to deliver a written request or email to privacidad@qyq.com.mx by complying with the information and requirements for exercising the **ARCO** rights as set forth before.

• How to limit the use or disclosure of your personal information?

For limit the use or disclosure of your personal information, you shall request in writing or by email message in the same terms and complying with the same requirements that the exercise of the **ARCO** rights.

• How to know if there are changes in this Privacy Statements?

This Privacy Statement can suffer modifications, changes and updates caused by new legal requirements; from the needs of the services we offer; from our privacy practices; from changes in our business model; or any other causes. Any such modifications shall be published by updating the Privacy Statement from our website: www.qyq.com.mx

Last update of the Privacy Statement: October 21st 2014