



AMEN REAL ESTATE & LEGAL CONSULTING

NOTICE OF PRIVACY

Through this privacy notice you are informed of the personal data that is collected or processed when you use our website or when you interact with any of our social networks or electronic or personal means of communication, all of them part of Amen Real Estate & Legal Consulting. We also explain how your personal data is used, shared and protected, what choices you have in relation to your personal information and how you can contact us to exercise your ARCO rights.

Edgar Fredy Lopez Camacho and **Gloria Elisa Alonso Velázquez**, real estate advisers and lawyers at **Amen, Real Estate & Legal Consulting**, are responsible for the treatment and use of your **personal data**, and in this regard, you are informed that they will be used for the following:

- a) Provide you with the real estate and/or legal service you requested;
- b) Inform you of changes related to the service you required;
- c) Offer you new real estate and/or legal products and services according to your interests;
- d) Accomplish the obligations entered in the contract of services; and
- e) Assess the quality of the service provided.

OBTAINMENT OF PERSONAL INFORMATION:

We inform you that part of your personal data may be collected when you provide it personally or when you send email to info@realestateamen.com and/or realestateamen@gmail.com; also, when you enter the web page www.realestateamen.com, or in the social networks of **Amen, Real Estate & Legal Consulting**, in Facebook [@realestateamen](https://www.facebook.com/realestateamen), Instagram [@amenrealestate](https://www.instagram.com/amenrealestate) or LinkedIn [GloriaElisaAlonso](https://www.linkedin.com/company/GloriaElisaAlonso) likewise, when we obtain them through any other source permitted by law.

PERSONAL DATA THAT YOU PROVIDE US THROUGH THE WEBSITE AND/OR SOCIAL NETWORKS WHEN YOU CONTACT US TO REQUEST INFORMATION OR REQUEST A SERVICE:

a) Complete name
b) E-mail
c) Phone number

SOME OF THE PERSONAL DATA THAT WE COLLECT PERSONALLY OR BY E-MAIL, ONLY WHEN YOU HAVE HIRED US TO PROVIDE YOU WITH A REAL STATE OR LEGAL SERVICE:

a) Complete name	h) Nationality	ñ) Properties to be marketed
b) Civil Status	i) Photograph	o) Employment information
c) Autograph and electronic signature	j) Age	p) Socioeconomic information
d) RFC	k) Address	q) Tax information
e) CURP	l) E-mail	r) Credit history
f) Identification card	m) Landline	s) Bank details
g) Date and place of birth	n) Cellphone number	t) Legal information

PERSONAL DATA THAT WE OBTAIN THROUGH OTHER SOURCES PERMITTED BY LAW WHEN YOU HIRED US TO PROVIDE YOU WITH A REAL STATE O LEGAL SERVICE:

a) Public legal background	c) Public tax records
b) Public registration history	d) Personal and professional references

TRANSFER OF YOUR PERSONAL DATA:

You are asked for your data in order to provide you with the service you request, and through this privacy notice you authorize your personal data to be shared inside and outside Mexico with physical, moral and juridical person, national and foreign persons who are:

a) Clients and potential prospects for the marketing and/or leasing of their property (s)
b) Independent real estate advisors and real estate companies or agencies that act as intermediaries in the commercialization of real estate that they are interested in selling, buying, renting or managing.
c) Lawyers and legal advisors who interpose in the commercialization, lease and/or administration of the property that you are interested in selling, buying, renting or manage, or that intervenes in the matter and/or legal process contracted.
d) Municipal, state and federal, national and foreign authorities involved in commercialization, leasing and/or administration of the property that you are interested in selling, buying, renting or administering, or that intervene in the matter and/or legal process contracted.
e) Banks, fiduciaries and financial institutions involved in commercialization, leasing and/or administration of the property that you are interested in selling, buying, renting or administering, or that intervene in the matter and/or legal process contracted.
f) Competent authorities requiring the transfer of your data.

Edgar Fredy Lopez Camacho and **Gloria Elisa Alonso Vazquez**, we commit not to transfer your **personal data** to third parties without your consent, except for the exceptions provided in the section 37 of the **Federal Act on the Protection of Personal Data in the Possession of Private Individuals**, which says:

“Section 37: the transfer of national or international data may be carried out without the consent of the owner when any of the following cases are made:

- I. When the transfer is written in an Act or Treaty to which Mexico is part;*
- II. When the transfer is necessary for the prevention or medical diagnosis, the provision of health care, medical treatment or the management of health services;*
- III. When the transfer is made to holding companies, subsidiaries or affiliates under the common control of the controller, or to a parent company, or to any company of the same group of the controller operating under the same internal processes or policies;*
- IV. When the transfer is necessary by virtue of a contract concluded or to be concluded in the interest of the holder, by the controller and a third party;*
- V. When the transfer is necessary or legally required for the safeguarding a public interest, or for the prosecution and administration of justice;*
- VI. When the transfer is accurate for the recognition, exercise or defense of a right in judicial proceedings, and*
- VII. When the transfer is accurate for the maintenance or fulfillment of a juridical relationship between the person responsible and the owner.*

Your **personal data** in the public domain will not be treated as confidential information.

SENSITIVE PERSONAL DATA:

They are those who reveal their ideological and political opinion, your membership of a trade union organization, your health, sex life information and ethnic or racial origin; and by the nature of the service we provide may be collected if they are necessary to fulfill the service provided; circumstance in which they will be treated under the strictest security measures that guarantee their confidentiality as long as you authorize it by writing or by email to info@realestateamen.com and/or realestateamen@gmail.com, in terms of the section 9 of the **Federal Act on the Protection of Personal Data in the Possession of Private Individuals**.

ARCO RIGHTS: ACCESS, RECTIFICATION, CANCELLATION AND OPPOSITION:

How can you access, rectify, or cancel your personal data or oppose to they use?

It is your right to access your **personal data**, know what they are used for and the conditions of use we give them; request the correction of your personal information in case it is outdated, inaccurate or incomplete; ask to be removed from our records or database when you consider that it is not treated in accordance with the principles, duties and obligations provided in the service provision contract and in this privacy notice; and you can also object to their use for specific purposes.

To exercise any of your ARCO rights, and know their procedure and requirements, you must request it by email to info@realestateamen.com and/or realestateamen@gmail.com, in which you must note "**ARCO RIGHTS**" in the "**SUBJECT**" section and, in the content, you will inform your full name, cell phone and the date of the contract that originated the provision of services.

How can you revoke your consent to the use of your personal data?

It is important that you consider that the revocation of the consent you have given us for the processing of your personal data, it may imply the cancellation of the service provision that you contracted, and, therefore, the end of the juridical relationship contracted.

To revoke your consent you must request by email to info@realestateamen.com and/or realestateamen@gmail.com, in which you must note "**REVOCATION OF CONSENT FOR THE USE OF MY PERSONAL DATA**" in the "**SUBJECT**" section and, in the content you will inform your full name, cell phone and the date of the contract that originated the provision of services.

The requests related to this section will be answered within a period of 3 (three) working days.

CONSERVATION OF YOUR PERSONAL DATA:

We keep your personal data for as long as necessary only to fulfill the service provision that you contract, and to send you real estate and legal information that may be of interest to you.

ADVERTISING, INFORMATION AND PROMOTIONS:

You are informed that we do not use *cookies*, *web beacons*, or other technologies to monitor your behavior as a user on the Internet.

If you do not wish to receive advertising, information and promotions related to your patrimonial investment interests, real estate and/or legal products and services, please inform to info@realestateamen.com and/or realestateamen@gmail.com.

VARIATIONS TO THE PRIVACY NOTICE:

This notice of privacy may be modified or updated as a result of new legal requirements, for our own needs for the products and services we offer, our privacy practices, changes in our business model, or for other reasons, which we undertake to inform you at the email you provide.

If you consider that your right to personal data protection has been violated by us, or presumes that in the processing of your personal data there is a violation of the provisions provides in the Federal Act on the Protection of Personal Data in the Possession of Private Individuals, you can send us an email to info@realestateamen.com and/or realestateamen@gmail.com, or inform to the IFAI. For more information visit www.ifai.org.mx.

Notes:

RFC (Registro Federal de Contribuyentes) for its meaning in english Federal Taxpayer Registry.

CURP (Clave Unica de Registro de Población) for its meaning in english Unique Population Registry Code.

IFAI (Instituto Federal de Acceso a la Informacion Publica y Proteccion de Datos) for its meaning in english Federal Institute for Access to Public Information and Data Protection.