



PRIVACY NOTICE

MAZA & RACHADELL ASOCIADOS, S.C. | RACHADELL LAW OFFICE

1. Identity and address of the data controller

Maza & Rachadell Asociados, S.C., which conducts business under the name “Rachadell Law Office” (the “Firm”), with an address at Av. Ejército Nacional Mexicano 540 - 301, Colonia Polanco IV Sección, Alcaldía Miguel Hidalgo, C.P. 11550, Mexico City, Mexico, is responsible for the processing and protection of your personal data pursuant to the Federal Law on Protection of Personal Data Held by Private Parties (Ley Federal de Protección de Datos Personales en Posesión de los Particulares) and other applicable provisions.

The area responsible for privacy and personal data protection matters may be contacted at contacto@rachadell.mx, at the address above or by telephone at +52 (55) 5419-7885.

2. Persons to whom this Notice applies

This Notice applies to clients and prospective clients; shareholders, partners, directors, officers, representatives, attorneys-in-fact, employees and beneficial owners of our clients; counterparties and other participants in the matters we handle; suppliers and service providers; job applicants; visitors to our offices and website; and, generally, any individual whose personal data is processed by the Firm.

3. Personal data we may process

Depending on your relationship with the Firm and the relevant matter, we may process the following categories of personal data:

- **Identification and contact data:** name, signature, date and place of birth, nationality, address, email address, telephone number, photographs, official identification documents, Unique Population Registry Code (CURP), Federal Taxpayer Registry number (RFC) or other tax identification number, and immigration data.
- **Employment, professional and academic data:** occupation, position, employer, experience, professional license, résumé and references.
- **Financial and asset-related data:** bank and billing information, income, assets, source and destination of funds, equity interests, corporate structure and beneficial ownership information.
- **Corporate, contractual and legal data:** information concerning companies, powers of attorney, corporate documents, agreements, files, proceedings, transactions and other background information related to the provision of legal services.
- **Technical and browsing data:** IP address, device identifiers, browser, operating system, date and time of access, pages visited, form data and communications metadata.
- **Sensitive personal data:** only when necessary for the matter entrusted to us or when another legal basis for processing exists, such as health or biometric data, racial or ethnic origin, religious or philosophical beliefs, trade union membership, political opinions or information concerning sexual life.

Data may be obtained directly from you; from the person or entity you represent; from clients, counterparties, suppliers, authorities, publicly available sources and other third parties legally authorized to provide it.

4. Purposes of processing

The Firm will process your personal data for the following primary purposes, which are necessary for the legal relationship or compliance with legal obligations:

- To identify and contact you and verify your identity and authority to act.
- To conduct conflict-of-interest checks, prepare proposals and fee quotes, open files, and establish and manage the professional relationship.



- To provide, document and follow up on legal services, including advice, negotiation, preparation and review of documents, due diligence, representation and defense of rights.
- To comply with client identification and know-your-client obligations, anti-money laundering requirements, file-keeping requirements and other applicable regulatory or professional obligations.
- To invoice and collect fees, make or receive payments, maintain accounting and tax records, and manage relationships with clients, suppliers and service providers.
- To respond to requests from authorities, courts and competent bodies; exercise or defend rights; and prevent or investigate unlawful acts, security incidents or breaches.
- To manage access, communications, systems, backups, records, and security and confidentiality measures.
- To evaluate applications and, where applicable, manage recruitment and professional or employment relationships.

For secondary purposes, we may use your data to send newsletters, legal alerts, event invitations and other informational or promotional communications, and to conduct satisfaction surveys and internal analyses of our services. These purposes are not necessary for the legal relationship. You may object to them at any time by emailing contacto@rachadell.mx with the subject line "Opt-Out of Secondary Purposes," without affecting the services you have engaged.

5. Consent and sensitive, financial or asset-related data

When applicable law requires express consent to process financial, asset-related or sensitive data, the Firm will request it in writing, electronically or through another valid authentication mechanism. Consent will not be required in the exceptions provided by applicable law, including where processing is necessary to perform a legal relationship, comply with a legal obligation or an order of a competent authority, or establish, exercise or defend legal rights.

6. Options to limit use or disclosure

You may ask us to limit the use or disclosure of your data for secondary purposes, withdraw your consent where applicable, or stop receiving promotional communications by sending a request to contacto@rachadell.mx. Electronic communications may also include an unsubscribe mechanism.

7. ARCO Rights and withdrawal of consent

You or your legal representative may exercise the rights of access, rectification, cancellation and objection ("[ARCO Rights](#)"), and may request the withdrawal of consent or limitation of the use or disclosure of your personal data, by submitting a written request at the Firm's address or emailing contacto@rachadell.mx with the subject line "ARCO Rights."

The request must include: (i) your name and a means for receiving notices; (ii) documents proving your identity and, where applicable, your representative's authority; (iii) a clear description of the personal data concerned; (iv) the right you wish to exercise or the specific request; and (v) any information that facilitates locating the data. For rectification, you must specify the requested change and attach supporting documentation.

The Firm will communicate its determination within twenty days after receiving the request and, if granted, will implement it within fifteen days after communicating its response. These periods may be extended once where permitted by applicable provisions and justified by the circumstances. Withdrawal or cancellation will not have retroactive effect or prevent the retention of information where required by a legal, contractual or professional obligation, or for the establishment, exercise or defense of legal rights.

8. Data processors, processing on our behalf and transfers

The Firm may allow service providers acting on its behalf and under its instructions to process data, including providers of hosting, email, storage, backup, information security, document management, accounting, billing, courier and technology support services. These service providers will be subject to confidentiality, security and limited-processing obligations.

Data may also be transferred, within or outside Mexico, to authorities, courts, notaries public and other public attesting officers, financial institutions, advisers, experts, correspondent counsel, counterparties or other third parties when the transfer is necessary



to provide the services, perform the legal relationship, comply with a legal obligation, safeguard a public interest, or establish, exercise or defend legal rights. We do not sell personal data.

Where a transfer requires consent and is not covered by a legal exception, the Firm will obtain your specific consent before making the transfer. You may withhold consent by contacting contacto@rachadell.mx before the transfer occurs.

9. Cookies and similar technologies

When you visit our website, we may collect technical and browsing data through cookies, server logs or similar technologies to operate and protect the site, remember preferences, measure performance and improve the browsing experience. You may manage or disable these technologies through your browser settings; certain site features may be limited as a result.

10. Security and retention

The Firm maintains reasonable administrative, technical and physical safeguards to protect personal data against damage, loss, alteration, destruction, unauthorized use, access or processing. Data will be retained for as long as necessary to fulfill the stated purposes and comply with applicable legal, tax, accounting, regulatory, professional and limitation periods; thereafter, it will be blocked, deleted or anonymized, as appropriate.

11. Changes to this Privacy Notice

The Firm may amend this Notice to reflect legal, regulatory, operational or technological changes. The current version will be available at www.rachadell.mx. Material changes may also be communicated by email or other appropriate means.

12. Competent authority

If you believe that the processing of your personal data violates applicable law, you may file a complaint with the Ministry of Anti-Corruption and Good Governance (Secretaría Anticorrupción y Buen Gobierno) and exercise the remedies available under the Federal Law on Protection of Personal Data Held by Private Parties. Institutional information is available at www.gob.mx/buengobierno.

Last updated: July 3, 2026.