

Privacy notice



In accordance with the Federal Law for the Protection of Personal Data in Possession of Private Parties (LFPDPPP), **DIGITAL SIGNATURE & BUSINESS ADVISORS, S.C. (hereinafter "DS"), domiciled at Jorge Elliot # 12, piso 3 oficina 302. (hereinafter "DS") with address at Jorge Elliot # 12, piso 3 oficina 302, Col. Chapultepec Polanco, Alcaldía Miguel Hidalgo, Mexico City, C.P. 11560**, is responsible for collecting your personal data, as well as the treatment and use given to them, and their protection.

Your personal data **will be used to provide you with the services and products of our firm.**

The personal data that DS will collect from you will be used for the following main purposes, which are necessary to provide you with our products and services.

- Identification and contact with you.
- Integration of your file as a client or prospective client and register you in our systems.
- Verify that there are no conflicts of independence or interest with our employees or with "DS".
- To provide you with the products and services you contract with us and to fulfill the obligations contracted with you.
- Comply with applicable public policy regulations.
- To carry out invoicing processes of our products or services.
- If applicable, to carry out collection procedures.
- Evaluate the quality of our service.
- Invite you to professional, training and/or academic events.

The personal data that DS will collect to carry out the purposes will be the following categories of data:

- Identification.
- Contact.
- Labor.
- Financial.
- Patrimonial.

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DS does not process sensitive personal data about you.

Retention period: The retention period of your data, based on our policies and as long as it does not change will be 10 years.

Security measures to protect your personal information: Your personal information will be kept under strict confidentiality and to reasonably prevent the improper use or disclosure of the same, we have implemented physical, technical and administrative security measures, in accordance with the Federal Law on Protection of Personal Data Held by Private Parties and other applicable regulations.

"DS" specifies that your data will be treated in a lawful manner, complying exclusively with the purposes for which they are collected, always subject to your consent.

"DS" may disclose your personal data in case of injunction by the competent judicial and administrative authorities.

By virtue of the above, we inform you that, in accordance with the LFPDPPP, you have the right to access, rectify and cancel the personal data that may be in our possession, as well as to oppose its treatment and/or revoke the consent granted in our favor. To know the mechanisms and procedures in relation to the above, as well as to limit, if necessary, the disclosure of your personal information, or to make any statement in this regard, please contact us at the email address informacion@digitalsignature.com.mx.

On the other hand, we inform you that your personal data may be transferred and processed to and by third parties within and outside the country, to fulfill the purposes described in this notice and to comply with the professional services contracted with our firm. In case you object to this situation, we ask you to make it expressly known to us. Otherwise, we will understand that you have tacitly granted your consent for such purposes.

This privacy notice may undergo modifications, changes or updates derived from new legal requirements or the needs of the "Responsible", so the "Responsible" reserves the right to make at any time the necessary modifications or updates to this privacy notice.

Any modification to this privacy notice may be consulted in our website: <https://www.digitalsignature.com.mx/>

Última fecha de actualización: 21/06/2021