

## REQUEST FOR ACCESS, RECTIFICATION, CORRECTION OR OPPOSITION (ARCO RIGHTS) OF PERSONAL DATA IN POSSESSION OF

**Consultores Jurídicos González Luna, S.C.** (hereafter, “GL”), with address in Avenida Américas 1536, 4th floor, Colonia Country Club, Guadalajara, Jalisco, México. C.P. 44637, with telephone number (33) 3817-0024, web page: [www.gonzalezluna.com](http://www.gonzalezluna.com), contact email: [info@gonzalezluna.com](mailto:info@gonzalezluna.com)

FIRST SECTION intended for any type of request.						
1	Type of request:	Access <input type="checkbox"/>	Rectification <input type="checkbox"/>	Cancellation <input type="checkbox"/>	Opposition <input type="checkbox"/>	Revocation Of consent <input type="checkbox"/>
2	Name of the Holder of Personal Data:					
3	Name and nature of the applicant:					
4	Identification Document of the owner or applicant:	<i>(Only in case of person different to the holder)</i>				
5	Address of the applicant to communicate the answer or electronic mail:					
6	Description of Personal Data:	<i>(Identify the personal data to which access, rectification, opposition or correction is requested, and for which consent shall be revoked).</i>				
7	Observations:	<i>(Any observation that may help to locate the Personal Data to which access, rectification, opposition or correction is requested). In case of revocation of consent, please specify the purposes of why the consent is revoked.</i>				
SECOND SECTION intended solely for data rectification requests.						
1	Requested modifications:	<i>(Please be as clear and precise as possible)</i>				
2	Documents that evidence and are attached to the request:					

**Name and handwritten signature of the applicant:** \_\_\_\_\_

*For exclusive use of GL upon receiving the application.*

**Date of reception:** \_\_\_\_\_

In accordance to the Protection of Personal Data in Possession Private Parties Federal Act, **GL** benefits of the term of twenty days to answer your application. In the event of not receiving any answer or in order to follow up on your application, please contact GL in the following telephone number: (33) 3817 0024 or to the electronic mail [info@gonzalezluna.com](mailto:info@gonzalezluna.com)

**Instructions for the filling of the application over ARCO rights or revocation of consent:**

<b>First Section: Applies to any application:</b> The law provides for four types of ARCO rights. This first section should be filled in any request being made, while the B section should only be completed if the rectification of personal data is requested.		
1	<b>Type of request:</b>	This box should be marked with an "X" in the appropriate ARCO right intended to be exercised; or, otherwise, if you want to revoke consent for total processing of personal data or for certain particular purposes. In the event that you wish that <b>GL</b> does not use your data for certain purposes, you must specify as to what purpose you wish to revoke your consent or limit its treatment.
2	<b>Name of owner of Personal Data:</b>	This box should be filled with the name of the owner of personal data, that is, the person whose data is being treated by <b>GL</b> .
3	<b>Name and nature of applicant:</b>	In the event that the person making this request is not directly the owner of the personal data, you must fill in your name and in what nature you make such a request on behalf of the owner (legal representative, agent, etc.).
4	<b>Identification Document of the owner or applicant:</b>	The ID can be any official document with a photograph (preferably voter card, passport or military ID). If the applicant is a person other than the owner, in addition to the official identification, you must submit documents proving the legal representation of the owner of the personal data. This document can be a power of attorney granted before Notary Public in a public deed or through a power of attorney with the signatures ratified before a Notary Public.
5	<b>Address of the applicant to communicate the answer or electronic mail:</b>	The applicant must indicate the address where the answer to your request should be sent, or request that it be sent via email. If shipping costs are generated, they are borne by the applicant.
6	<b>Description of Personal Data:</b>	The applicant must describe with precision what is the personal data matter of this application. In the event that access is requested, the reference may be general; however, if the rectification, cancellation or opposition, or concerned revocation of consent is being requested, the personal data that are intended to be modified, canceled or opposed to their treatment must be specified.
7	<b>Observations:</b>	In this section you can manifest any information that facilitates <b>GL</b> in locating personal data, such as the date on which the personal data was provided or, if applicable, the reason why GL obtained your personal data. In case of withdrawal of consent, it shall be necessary to specify to which end the revocation of consent is related.
<b>Second section.- Fill in only in the case of rectification applications:</b> Unlike the previous section, this section should be used only if the rectification of the personal data is requested.		
1	<b>Requested Modifications:</b>	The applicant must explain the nature of the corrections, updates or modifications that are requested over his personal data. The application must be clear in order that <b>GL</b> can make the modification correctly.
2	<b>Documents that evidence and are attached to the request:</b>	The applicant must submit the documents evidencing the error or update. The intention of the applicant to prove that the correction is necessary, responds to the need to respect the principle of quality of databases, therefore, GL should find that the data, once rectified, are correct.