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**Privacy Notice**

**IP Consultores**, located at Lacantún 6, Vista Azul, Postal Code 76080, Santiago de Querétaro, Querétaro, is responsible for processing the personal data you provide to us. This data will be protected following the Federal Law on Protection of Personal Data Held by Private Parties and other applicable regulations.

**What personal data do we collect?**

As a client of the services provided by the Consultancy, when a professional service relationship is established, personal data is generally collected, whether it's yours or related to the individuals involved in the matters related to the provided services:

• Full name

• Residential or workplace address

• Date of birth

• Nationality

• Email address

• Phone number

• CURP (Unique Population Registry Code)

• Professional license number

• RFC (Federal Taxpayer Registry)

• Fiscal address

• Information related to bank accounts

**Why do we use your data?**

The processing of your data serves various purposes related to our services. Each case's circumstances are always considered when processing your personal data. For example, the following are instances where personal data processing takes place:

• During the provision of legal advisory services.

• During the acquisition, retention, and renewal of patents.

• During the transformation of a patent application into an application for industrial design registration or utility model registration.

• During the registration, retention, and renewal of industrial designs.

• During the transformation of an application for industrial design registration into a patent or utility model application.

• During the registration, retention, and renewal of utility models and integrated circuit layout designs.

• During the transformation of an application for utility model registration into a patent or industrial design application.

• During the registration, retention, and renewal of trademarks, well-known trademarks, and famous trademarks.

• During the registration, retention, and renewal of trade names.

**With whom do we share your information, and for what purposes?**

Your data is only processed by the team at the Consultancy to provide the contracted legal advisory services or to prepare the necessary documents during administrative proceedings. Your data is not transferred to any third party except when required to respond to information requests from a competent authority, provided such requests are adequately justified and motivated.

**How can you access, rectify, cancel, or oppose the processing of your data?**

As the owner of personal data, you can exercise your rights of access, rectification, cancellation, and opposition (ARCO rights). At any time, you can revoke the consent granted, if necessary, for the processing of your data and limit the use and disclosure of this data. It can be done by submitting your request under the terms established by the Federal Law on Protection of Personal Data Held by Private Parties to the email address [customerservice@propiedadintelectual.network](mailto:customerservice@propiedadintelectual.network) or by submitting a written request to the address indicated in the first paragraph of this Privacy Notice.

**How can you be informed about changes to this Privacy Notice?**

This Privacy Notice may be modified or updated by current regulations. IP Consultores commits to personally inform you during our first communication with you after changing or updating this Privacy Notice.

**How to contact us?**

If you have any questions regarding this Privacy Notice, we kindly ask you to address them to the following email address [customerservice@propiedadintelectual.network](mailto:customerservice@propiedadintelectual.network) or to visit the address indicated in the first paragraph of this Privacy Notice in person.