

PRIVACY NOTICE

NOTARÍA 311

The protection of your personal data is very important to **NOTARÍA 311**. For this reason, this **Privacy Notice**, prepared in compliance with the **Federal Law on the Protection of Personal Data Held by Private Parties**, aims to inform you about the type of personal data we collect from you, how we use, handle, and take advantage of it, and with whom we share it.

What personal data do we collect from you?

As a client of our services, we may request personal information, which varies depending on the case, including:

- Your name, address, and date of birth.
- Your email address and phone number.
- Your financial and property information, such as bank accounts, loans, movable and immovable property, assets, liabilities, among others.
- Information about your spouse, heirs, legatees, and beneficiaries.
- Official documents that prove your identity and the information you declare, as well as your RFC (Tax ID) and CURP (Personal Identification Code).

What do we use your personal data for?

NOTARÍA 311 collects and uses your personal data for the following purposes:

- To confirm your identity.
- To understand and meet your legal needs in notarial matters.
- To provide legal certainty and security to the acts and transactions you carry out, including, but not limited to: purchase and sale, donations, exchanges, inheritance adjudications, foreclosure adjudications, condominium property regimes, incorporation of commercial and civil companies and associations, wills, testamentary and intestate succession procedures, loans and mortgages, granting and revocation of powers of attorney, signature certifications, statements of facts, document comparisons, among others.
- To prepare notarial instruments of your interest.
- To provide legal advice.
- To comply with applicable legal requirements.
- To verify the information you provide.

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

Your personal data is handled only by the personnel assigned to **NOTARÍA 311** in order to prepare the deeds, records, and notarial instruments you request. Therefore, your personal data is not transferred to any third party, except to comply with legal obligations before

competent authorities such as public registries and/or archives, tax authorities, and judicial and/or administrative authorities.

How can you limit the use or disclosure of your personal information?

You may limit the use and disclosure of your personal information through the following means:

- By submitting your request in person at our offices.
- By sending an email to: contacto@notaria311.com
- By calling: (899) 454-9471

How can you access, correct, cancel, or object to the processing of your personal data?

You may exercise your rights of access, rectification, cancellation, and opposition, or revoke your consent, by submitting a written request at our offices, or via email at contacto@notaria311.com, or by calling (899) 454-9471.

Once your data has been included in a notarial instrument, you may no longer exercise these rights over it, and may only do so with respect to the data stored in the database of **NOTARÍA 311**.

How can you learn about changes to this Privacy Notice?

This Privacy Notice may undergo modifications, changes, or updates. **NOTARÍA 311** commits to informing you through:

- Our website.
- Notification via email.
- The first communication we have with you after the change.

How to Contact Us

If you have any questions about this Privacy Notice, you may contact us through the email address, physical address, and phone number provided in this document.

This Privacy Notice is also available at our offices and on our website: www.notaria311.com (under "Privacy Notice").

Privacy Notice Updates

Last review: November 10, 2025.

NOTARÍA 311, Reynosa, Tamaulipas, under the responsibility of Mr. Herminio Garza Palacios.

Address: Blvd. Lázaro Cárdenas 930, Colonia Anzaldúas, 88630, Reynosa, Tamaulipas.