

Dear owner and / or user and / or holder,

Since **CONDOMINIO MAESTRO PB BCS, A.C.**, is responsible for collecting and processing **Personal Data** obtained or that may be obtained, we have implemented mechanisms to ensure the security of their **Personal Data** ("**Personal Data**"); we issue this:

### **Privacy Notice**

Based on Articles 15, 16 and other applicable provisions of the Federal Law on Protection of **Personal Data** Held by Individuals (the "**Law**") and its regulations we inform that **CONDOMINIO MAESTRO PB BCS, A.C. ("**MASTER CONDOMINIUM**")**, administrative offices residing at Carretera Transpeninsular Km. 6.5 Desarrollo Punta Ballena Area Común II, Los Cabos. B.C.S. CP. 23410, is responsible for collecting, use and protection of **Personal Data**, in compliance with the principles of legality, quality, consent, information, purpose, loyalty, proportionality and accountability.

Our owners, users and / or holders provide **Personal Data** to **MASTER CONDOMINIUM** in a direct, indirect, personal manner or through developers, other associations and / or other subcondominiums of the **MASTER CONDOMINIUM**.

The **Personal Data** collected through: corporate offices, email and / or telephone; and may include: (a) name (s) and surname; (B) email address; (C) telephone numbers (work, home and mobile); (D) proof of address; (E) deeds evidencing ownership of its private units; (F) leases and (e) official identification.

Applicable to the **Personal Data** (the "**Primary Purpose**") are: (a) identify you as a owner and / or holder of private units of **MASTER CONDOMINIUM**; (B) integrate standard condominium; (C) establishing documents, contracts, agreements, invoices, receipts and documentation related to the relationship (i.e. maintenance fee); (D) storage; (E) meet their needs; (F) to contact and follow up with the administration of **MASTER CONDOMINIUM**; (G) make necessary arrangements with third parties; (H) handling complaints and clarifications; (I) comply with laws and regulations, for example notifying calls; (J) send information **MASTER CONDOMINIUM**; as well as invitations to events, promotions, news and updates that occur in other subcondominios of **MASTER CONDOMINIUM**; (K) send relevant information from Mexico, such as weather and (i) ensure the compliance to the terms and conditions that we have established with you.

Applicable to the **Personal Data** (the "**Secondary Purposes**") are: (a) statistics; (B) marketing; and (c) prospecting.

The confidentiality of **Personal Data** is guaranteed and the same are protected by measures of administrative, technical and / or physical, to avoid damage, loss, alteration, destruction, use, access or improper disclosure, such as the **Personal Data** which are in an internal data base, whose administration is through changing passwords regularly and whose access is restricted to authorized persons; confidentiality agreements with their staff, among others.

You have the right to access, rectification and cancellation of **Personal Data**, to oppose the processing thereof or to revoke their consent (collectively "**ARCO Rights**"). To do this, is necessary for you or your legal representative file a written request from the practice of law **ARCO** directed to the area of data protection **MASTER CONDOMINIUM**, responsible for the protection of **Personal Data**, located at the address indicated above, or, communicate via email to the customer service area of **MASTER CONDOMINIUM** to [administration@puntaballena.com.mx](mailto:administration@puntaballena.com.mx) ("**Application**"); in both cases **MASTER CONDOMINIUM** must receive a confirmed receipt for being bound about it. The **Application** must contain the following information: (a) name (s) and names of you and your representative, if any; (B) e-mail address to receive notifications; (C) simple copy of official photo identification of you or your representative, if any, legal representation of the person making the request to its name; (D) existence of representation by public or charter instrument power of attorney signed before two witnesses, if any; (E) clear and precise description of the **Personal Data** for which seek to exercise some of the **ARCO Rights**; (F) any item or document that facilitates the location of **Personal Data**; and (g) signature of the **Application** you or your representative.

If you request the exercise of the right of: (a) Rectification, you must indicate the modifications to be made and provide documentation attesting and supports the request; and (b) Access; the **MASTER CONDOMINIUM** provide **Personal Data** via email and / or by appointment in corporate offices, at the choice of **MASTER CONDOMINIUM**.

Within a maximum period of 20 working days from the acknowledgment of the **Application**, must comply with the request and being informed about the appropriateness or inappropriateness of it by notice sent to the email provided to receive notification. If resulting from its application, the **MASTER CONDOMINIUM** should make it effective within 15 working days from receipt via email of the merits of the **Application**.

In addition, the procedure for the exercise of **ARCO Rights** and revocation of consent, the **MASTER CONDOMINIUM** has enabled a "**List of Exclusion**" for itself that allows us to limit the use and disclosure of **Personal Data** for this purpose simply send us the request of being excluded, which shall include: (a) name (s) and surname; and (b) email account to answer your request, it must be directed to the area of data protection of **MASTER CONDOMINIUM** to the following email [administration@puntaballena.com.mx](mailto:administration@puntaballena.com.mx) and **MASTER CONDOMINIUM** must receive acknowledgment to **stay** linked regard. The acknowledgment includes proof of registration to "**Exclusion List**".

All documentation must be sent in PDF file format, legible and complete, so that the **MASTER CONDOMINIUM** can attend the **Application**.

If you believe that your right to protection of **Personal Data** has been injured by **MASTER CONDOMINIUM** or presumed to exist in the processing of their **Personal**

**Data** any violation of the provisions of the Act, you may lodge a complaint or file complaints with the **National Institute Transparency, access to Information and Protection of Personal Data**, NACI (www.inai.org.mx), within 15 days from the date you receive the response **MASTER CONDOMINIUM** or from the deadline of 20 counted from the date of acknowledgment of receipt of the **Application** for exercising rights days.

The **MASTER CONDOMINIUM** is a civil association dedicated to the administration of the **MASTER CONDOMINIUM "Punta Ballena"** located at Carretera Transpeninsular Benito Juarez between kilometers 6 and 7, section San Jose del Cabo - Cabo San Lucas, Baja California Sur, Mexico, accordingly **Personal Data** may be transferred to developers **MASTER CONDOMINIUM**, other civil associations and / or subcondominiums of the Master condominium and managers condominiums managers, all relating to the administration of owners **MASTER CONDOMINIUM** within national territory or abroad, for the same purposes mentioned. It may also be transmitted to people who are mentioned below: consultants in legal, accounting and / or tax matters; Fiduciary institutions; property managers; governmental authorities and any others that are necessary to fulfill the purposes for which contacted us.

Important: Any changes to this Privacy Notice will your knowledge on the website: [www.puntaballenahoa.com](http://www.puntaballenahoa.com), located at the bottom left of the home page in the section Privacy Notice, without the need to communicate this changes thereto to you individually.

I agree that my **Personal Data** are treated for **Primary Purposes** pursuant to the terms and conditions of this privacy notice.

I consent that my **Personal Data** are treated for **Secondary Purposes** under the terms and conditions of this privacy notice.

I consent that my **Personal Data** to be transferred under the terms and conditions of this privacy notice.

Manifest and guarantee you, I know without a doubt, the contents of this privacy notice, and the scope of it, since I have been fully explained:

Important Note: This English version of the Privacy Notice is a translation or our official version in Spanish. This last shall prevail in any case. If you any doubt or concern, please review the version in Spanish.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_