



ATELIER·ESTUDIO®

PLAYA MUJERES

APPLICATION TO EXERCISE "ARCO" RIGHTS

"Access, Rectification, Cancellation and Opposition "

Application Date: _____

Information Owner Full Name _____

Legal Representative Full Name (if applies): _____

Response of this application to be delivered to _____ Home address _____ E-mail _____

Street Address _____

Neighborhood: _____ District / City: _____

Zip Code: _____ State: _____ Telephone: _____

E-mail address: _____

Right to be applied

____ Access ____ Rectification ____ Cancellation ____ Opposition

Details of the application: (add pages to the description if necessary).

Please indicate in a clear and precise manner the personal data you wish to protect:

Official document, with copy attached as identification of the owner of the personal data:

____ Official Residence ID ____ Driver's License
____ Passport ____ Migration Document

The legal representative must include (in addition to official identification):

____ Power of Attorney with two witnesses

Name and Signature of personal data owner of Legal Representative

Mexican Federal Law on Protection of Personal Data held by Private Parties ("LFPDP ")

Pursuant to Article 32 of the Ley Federal de Protección de Datos Personales en Posesión de Particulares (Federal Law on Protection of Personal Data held by Private Parties), you will receive a response to this request within 20 working days of receipt and, in accordance with Article 45 of the Law and Article 100 of its Regulations, you may initiate a process of data protection before the Instituto Federal de Acceso a la Información y Protección de Datos (Federal Access to Information and Data Protection Institute).



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ARCO RIGHTS (Access, Rectification, Cancellation and Opposition)

In order to exercise your ARCO rights, you must submit the application ("Application to Exercise ARCO Rights") to **Atelier-Estudio Playa Mujeres**, by email or personally to our Personal Data Department, located at Av. Bonampak, Supermanzana 10, Manzana 2, Lote 7, Segundo Piso Torre "A". C.P. 77500, Cancún, Quintana Roo, México, Email: contacto@adh.com. Hours of Operation: Monday through Friday from 9:00 a.m. to 6:00 p.m. Saturdays and Sundays from 9:00 a.m. to 2:00 p.m., Telephone: (998) 272 8040

Requirements for the submission of applications.

- 1.- Name and complete address, email address, the latter must be provided in case it is authorized to receive the information required or the corresponding notifications
- 2.- In the case of the owner of the personal data submitting the application, attach the official identification which may be: Official ID Card issued by Country of Residence, Valid Passport, or in case of being of foreign nationality, the current migratory document;
- 3.- If the owner of the personal data does not submit the application, the legal representative must present a document proving the existence of the representation, that is, power of attorney signed before two witnesses, together with the identification of the owner of the personal data and the Legal Representative, which may be: IFE Credential, Valid Passport, Professional Certificate, or in case of being a foreign national, the current immigration document;
- 4.- Clear and precise description of the pertinent personal data about for which any of the ARCO Rights are to be exercised, what is the right to exercise and the reasons why you want to exercise it;
- 5.- Any document or information that proves that your personal data is in the possession of Atelier Playa Mujeres;
6. In the case of requesting a change of data, the modifications to be made will also be indicated and the documentation supporting your request will be provided (birth certificate, proof of address, or the document which motivated the change to your personal data).

Response times:

Atelier-Estudio Playa Mujeres will respond to your request within a term of 20 (twenty) business days from the date of receipt. In case the request is appropriate, the response period shall be effective within 15 (fifteen) days following the date on which the issue is communicated. The response may be sent via email or personally.



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Atelier-Estudio Playa Mujeres may request to give a response, present for collation at the address described above, original documents sent along with your request, within 5 (five) business days following the date that they are required. If after this term you have not submitted the documents, your request will be filed considering the request as inadmissible.

Non-conformity procedures.

In the event that i) we do not respond to your request within the deadlines set forth in the Law, ii) you are not satisfied with the response, iii) you consider that there is no well-founded reason to postpone the delivery of the information you requested, you may submit your disagreement with our Department of Personal Data, for review, in any of the forms of receipt of requests (email and / or in person). Also the non-conformity can interpose it before the Federal Institute of Access to the Information (IFAI), through a non-conformity procedure.