

PRIVACY POLICY

IDENTITY AND ADDRESS OF THE RESPONSIBLE PARTY

Alma Edith Garcia Garcia (henceforth "Wellword"), domiciled at Temistocles 242, Mexico City, will be responsible for the handling, use, storage, and disclosure of your personal data.

MEANS OF OBTAINING PERSONAL DATA

Wellword may obtain personal data through the digital realm, such as the Wellword website, electronic communications established with the website, as well as through correspondence, business cards, communication via telephone, and forms.

Please note that Wellword does not obtain data automatically through cookies or web beacons.

PURPOSE OF HANDLING PERSONAL DATA

Personal data gathered by Wellword will be managed and handled in accordance with the general management of translation, editing, proofreading, copywriting, and related services, and will have the following primary purposes: (i) to respond to a request or information about the provision of services; (ii) to process and follow-up on translation services contracted with Wellword, and (iii) to maintain the relationship that exists between you and Wellword; (iv) to perform billing, clarifications, and tracking of payments.

Similarly, Wellword will handle your personal data for the following secondary purposes: (i) to send you information about topics Wellword may deem of interest to you, as well as communications or promotional material about Wellword; (ii) to send questionnaires to evaluate the quality of work provided by Wellword.

Should you not wish that your personal data be handled for the aforementioned secondary purposes, you may decline by communicating it to us via email at info@wellwordstudio.com.

Should it be necessary to transfer your personal data to third parties, Wellword shall do so in accordance with the provisions set forth by the Law on Protection of Personal Data or any other regulation that permits it.

SECURITY MEASURES

Wellword will adopt each and every administrative and physical security measure, as well as techniques needed, to safeguard personal information that you voluntarily provide, of any damage, loss, alteration, destruction or use, unauthorized access or handling. Similarly, and if a third party should have knowledge of such information, Wellword will require the third party to comply with this Privacy Policy, as well as to adopt the administrative and physical security measures, and techniques set forth in the Law on Protection of Personal Data.

Once the relationship with the owner of personal data and Wellword is finalized, Wellword will continue to maintain confidentiality thereof.

MEANS TO EXERCISE YOUR RIGHT TO ACCESS, RECTIFY, CANCEL, OR OPPOSE TO THE HANDLING OF YOUR PERSONAL DATA

You have the right to access personal data that Wellword gathers about you and to know how Wellword handles your data, to rectify it should it be inexact, to request its cancellation when you deem it excessive or unnecessary for the purpose that justifies it being initially gathered, or to oppose the handling of it for specific purposes.

To exercise your aforementioned rights, you may contact us via email at info@wellwordstudio.com.

Any request concerning the exercise of your rights must contain the following: (i) your name and address, so that Wellword may provide a response; (ii) a copy of any document proving your identity, or document accrediting the personality of your legal representative (voter registration ID, passport, driver's license, professional identity card); (iii) a clear and precise description of the personal data you wish to exercise your rights to access, rectify, cancel, or oppose to its handling; (iv) any other element or document that facilitates the location of such personal data, and (v) any other requirements set forth in the Law on Protection of Personal Data, its regulations, and other applicable provisions.

Wellword will respond to any complete request no later than 20 calendar days or the maximum period of time allowed by law. Wellword's response will indicate if the request to access, rectify, cancel, or oppose is viable and if so, will fulfill a resolution within 15 calendar days following the date in which it issues its response or the maximum period allowed by law. Deadlines may be extended in the terms set forth by the applicable law.

If you require more information about the exercise of your rights to access, rectify, cancel or oppose to the handling of your personal data, please contact us at info@wellwordstudio.com. Additionally, should you require it, Wellword will make your personal data available to you via electronic means.

HOW CAN YOU LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA?

You have the right to limit the use or disclosure of your personal data if unnecessary in your relationship with Wellword; thus, if you no longer wish to receive information, articles, or news about Wellword, please email us at info@wellwordstudio.com.

TRANSFER OF PERSONAL DATA

Personal data that is gathered by Wellword will not be handed over, sold, shared, or transferred, except when necessary in cases foreseen by the Law on Protection of Personal Data. Nonetheless, Wellword reserves the right to share your personal data with its employees and partners or third parties that handle your personal data on behalf of Wellword, and are subject to this Privacy Policy and to Wellword's instructions, including information technology companies that provide computer services to Wellword. It should be noted that all third parties that handle your personal data, will do so on behalf of Wellword and will be subject to this Privacy Policy at all times.

CHANGES TO OUR PRIVACY POLICY

The use of our website implies your acknowledgment and acceptance of this Privacy Policy, which will contain its last date modified at its ending. In relation to the above, Wellword reserves the right to modify the terms and conditions of this Privacy Policy, which will be posted on our website, to which any interested party will have access. In any case, we recommend that you review this Privacy Policy whenever you make use of our website, so that you may be aware of any changes, modifications, or updates that are made to it.

October of 2014