

PRIVACY STATEMENT

Who we are

ARIAS, FABREGA & FABREGA (“ARIFA”) is a law firm based in Panama advising on Panama laws and with presence in other jurisdictions outside of Panama.

Personal Data Collection

ARIFA may collect certain personal data through your visits to our website, in the course of business intake procedures when you request information from us or engage with our legal services, or through customer due diligence forms and documents requested for complying with regulatory requirements in the jurisdictions we operate.

The personal data we may collect may include:

- *Contact details:* name, service of documents and residential address, occupation or main economic activity, telephone and fax numbers, and email addresses;
- *Billing information:* credit card numbers and bank account details;
- *Customer Due Diligence details:* information we legally require for complying with anti-money laundering, and the prevention of terrorist financing regulations, information which is provided by you through KYC forms such as date of birth, nationality and country of residence;
- *Publicly available information:* information collected from compliance search engines and public databases.

Use of Personal Data

ARIFA uses your personal data for providing legal, corporate and professional services to you. In the course of our business relationship, the reasons for using your personal data may include:

- *Business intake procedures:* we may use your personal data for the purpose of carrying out conflict checks and anti-money laundering searches;
- *Furnishing of legal and corporate services:* we may use your personal data to fulfill our obligations in the contract entered with you to provide legal and corporate services;
- *Operation of our business:* we may use your personal data in the course of operating our business including the management of our relationships with third party suppliers and clients’ intermediaries.

- *Legal defense:* we may use your personal data to defend our legal rights and comply with court orders;
- *Compliance of our legal obligations:* we may use your personal data in order to comply with our legal obligations imposed to us in the jurisdictions we operate.

Rights to your Personal Data

You have the following rights in respect to your personal data and the manner in which the same is treated by us:

- The right to access at all times to your personal data and request a copy of the same;
- The right to rectify your personal data;
- The right to obtain the erasure of your personal data; and
- The right to restrict or object the processing of your personal data;

If you wish to exercise any of the above rights, make a complaint or ask a question you may contact us at dataprotection@arifa.com

Transfer of Personal Data

ARIFA may process your personal data in the course of our business and administrative operations. The transfer of your personal data between any office which might be located in the European Union and those located outside the European Union is done following appropriate safeguards for the protection of your personal data.

In the cases we transfer your personal data outside the European Union for the purpose of performing our services on your behalf, we will ensure your data is protected and transferred with an appropriate level of protection and in accordance to the safeguards that may be legally required.

Retention of Personal Data

We keep your personal data for as long as required for the purposes for which the same was collected, and to comply with the applicable statutory requirements on record-keeping measures.

Privacy Statement Update

If you access the arifa.com website, you will also find an update to the Privacy Statement.