



HIGH SCHOOL PRIVACY POLICY

In accordance with the Federal Law for the Protection of Personal Information held by private entities, (hereinafter the Law), Universidad Contemporanea, an educational institution that offers an upper secondary education program, with Recognition of Official Validity of Studies (RVOE) granted by the Ministry of Education (SEP) on August 13, 2007, issues this Privacy Policy in the terms and conditions indicated below:

TERMS AND CONDITIONS

1. - The purpose of the Privacy Policy is to protect the personal information of those who are part of the institution (prospective students, students, former students and staff). Information will be used in a legitimate, controlled and informed way in order to guarantee its privacy as well as your right to informational self-determination.

2. - Personal Information is any information that can be used to distinguish or identify a specific individual. Personal information will be collected in three different ways:

a) Area de Admisiones (promotion and enrolment processes) - Area Admissions

b) Area de Administracion Escolar (once the students are formally enrolled) - School Administration Area

c) Area de Administracion del Personal (school staff) - Personnel Management Area

3.- Universidad Contemporanea is located at Ignacio Perez Sur No. 54. Col. Centro, C.P. 76000

4. - It is possible to provide Personal Information in any of the following forms: specifically designed forms, digital format, e mail, or any other format. By doing so, you consent and authorize Universidad Contemporanea to use and process your Personal Information.

Your decision to provide your Personal Information shall constitute evidence of your consent for the processing of your Personal Information. This information will be part of our database in order to use it including but not limitative to identify, locate, contact, communicate or send you information. Your decision to surrender your Personal Information shall constitute evidence of your consent for the transfer of it to Government Departments (Federal, Estatal, Municipal), public organisms in Mexico or abroad (in order to certify your degrees and competences) or to legal guardians or relatives. The Personal Information provided by the staff will be shared to participate in staff selection processes when applying to the different vacancies within the institution.

5. - Once it has been provided, we will retain Personal Information as long as it is required to meet the purpose for which it was collected.

Subject to certain legal and contractual requirements, you can refuse to consent to our collection, use or disclosure of information at any time in the future by giving us reasonable notice. In such cases, Universidad Contemporanea will no longer retain or be responsible for your Personal Information.

Any academic record of students, former students, graduates and students from other institutions will be held by Universidad Contemporanea.

6. - Universidad Contemporanea is committed to ensuring the principles of legality, consent, notice, quality, purpose, fidelity and proportionality protected by the Law. Pursuant to articles 13 and 14 of the Law, Universidad Contemporanea is committed to keep the confidentiality of your Personal Information. To prevent unauthorized access, damage or loss, maintain data accuracy, and ensure the correct use of information, we have appropriate electronic, physical and managerial procedures to protect and secure the information we collect.

7. - Pursuant to article 22 of the Law, you have the right at any time, to access, update, cancel and be opposed to the processing of your Personal Information by sending an e mail to datosprepa@contemporanea.edu.mx or in writing. The document must fulfill the requirements by the Law.

8. - This Privacy Policy is subject to change from time to time and we will provide notice to inform you on any changes.

9. - Universidad Contemporanea will protect your Personal Information pursuant to Law and will communicate the elements in the article 16 of the Law.

10.-When you provide Personal Information, pay the enrollment fees and choose your academic subjects, you let us know you totally accept the contents of this Privacy Policy. Nevertheless, it is necessary to sign this document as it will be part of your file as a member of Universidad Contemporanea.

Student's full name

Guardian's name and signature

Email

Phone number

Date : _____

Exclusive use of UCO Prepa Contemporanea