

NOTICE OF PRIVACY

Instituto Thomas Jefferson Campus Valle Real S.C., who will henceforth be named “ the Institute”, with and whose address is Prolongación Av. Jesús #3451, col. Los girasoles, Zapopan, Jal., C.P. 45130, is responsible for the safety and confidentiality of the personal data you voluntarily provide us with and is committed to protecting your privacy and comply with the applicable Legislation regarding protection of personal information in possession of particulars, this stated in articles 15 and 16 of the Law of Protection of Personal Information in Possession of Particulars (here forth named “the Law”).

In conformity with what is stated in the Law, we inform you that the personal information that has been and will be collected through electronic or printed means, will be updated and kept only by the Institute, in database under the strictest confidentiality, in conformity with the safety policies and procedures that were implemented by the Institute for that effect.

- For aspiring students, enrolled students and alumni, personal information is collected through the enrollment, re-enrollment processes, admissions, notices, updates, certificates from the civil registry, proof of income and economic solvency, proof of compliance with fiscal, commercial and banking responsibilities of the legal guardian(s) and or other manifestations provided by parents , legal guardians, students, alumni.
- For aspiring employees, employees and former employees personal information and identifying information is gathered through applications , letters of employment, documentation that certifies level of education achieved, immigration documents, bank accounts, certificates from de civil registry, designation of emergency contact, beneficiaries, fiscal and credit status through institutes that grant employments benefits, among others.
- For collaborators, suppliers, and ITJ community in general, information is gathered through legal documents, fiscal, banking, societal and professional documents that are deemed necessary to guarantee their legal existence and operation as well as to comply with all legal obligations inherent to providing the normal service and operation of the Institution.

The personal information that is gathered in a personal or direct manner are, among others, the ones described following in an enunciative manner, not limited to: Information for identification: Name , address, telephone, email, signature, Federal Taxpayer Registration (RFC) Single Population Registry Code (CURP), date of birth, age, nationality, Civil Status, medical records, blood type, relation to interested party, document of legal guardianship, etcetera; Employment Data: Position, address, email, telephone number, social security number, employment registry, etcetera; Patrimonial: Fiscal information, Credit history, bank accounts, income and expenditures, etcetera; Academic: Level of Education, degrees, etcetera.

PURPOSE OF THE TREATMENT/USE OF PERSONAL INFORMATION

The treatment of the personal information you have provided will have, as its purpose:

- The contracting or promotion of the educational services offered by the Institution as well as the evaluation of them.
- Investigations of academic relevance.
- Provide the services.
- Hiring services for tourism, insurance and bonds.
- Enrollment and registration of students, academic and administrative personnel with the state, national and international educational, immigration authorities whole require them due to the incorporation, registration of files, issuing of report cards, letters, matriculation, statistics and evaluation of character in education and other essentials necessary for the provision of educational services.
- Enrollment with decentralized public and private organizations that provide educational, sporting cultural services, with which the Institute has a relationship and promotes their services.
- Keeping students, parents, legal guardians informed about the planning, advances of the Institute or student needs.
- Compliance with fiscal, administrative, judicial or any other authorities related to the provision of educational services by the Institute.

In the same sense, the Institute may use images of your children (photos or video) for illustrative, promotional, marketing or advertising purposes through print or electronic media.

REVOCAION OF CONSENT REGARDING THE TREATMENT/USE OF PERSONAL INFORMATION

At any moment, you can revoke the consent provided for the treatment or use of personal information with the intent that use of them is stopped; to the point until which you don't have any judiciary act with the Institute. If you do not manifest your opposition to your information being treated or used, it will be understood that you are allowing your consent to use them. At any time, you can make use of your right to revoke the consent you have granted us for the treatment or use of your personal information, so we will stop making use of it. In order to do so you need to present a written petition to the school Administration, at the Instituto's address or by sending your request through email to informes@itjgdl.edu.mx.

Once your request has been presented, the Institute will respond to it within the maximum time frame of 20 working days, and in case your request can be acted on, the Institute will make your right effective within a 15 working day time frame after the 20 aforementioned days. In the same way, you may use your right to ACCESS, RATIFY, CANCELATION OR OMISSION (ARCO) of your personal information, in the same terms expressed in the previous paragraph.

It is made known to you that the timeframe to keep personal information in our database is:

In the case of student(s) enrolled, the conservation of personal information will be for a minimum period of 10 years, unless the contractual relationship exceeds that time frame.

In the case of student(s) NOT enrolled, the conservation of personal information will be for a maximum time period of 2 years.

Once these time frames have transpired , and in the case that the purpose of treatment or use has been met, we will continue with the cancellation of them for posterior suppression from the database.

TRANSFER OF PERSONAL INFORMATION

In conformity with article 37 of the Law of Protection of Personal Information in Possession of Particulars, your personal information can be transferred and used in the country by people different from the Institute, in such a way that your information can be shared by requisition of Judicial, Administrative, Fiscal, Public Notary instances and/or lawyers external to the Institute, for the collection of debt, and in other cases foreseen by the Law. In cases not foreseen, your personal information can only be transferred once consent is given by the holder.

MODIFICATION OF THE PRIVACY NOTICE

The Institute reserves the right to modify, at any time, this Notice of Privacy, and would notify through or website: www.itj.edu.mx/palomar/

Once this has been placed at your disposal and if you do not manifest your opposition to it, it will be understood that you tacitly consent to the treatment/use of your information.