

## **Students' Privacy Notice.**

The Universidad Iberoamericana Ciudad de Mexico (hereinafter, IBERO), concerned about allowing you to decide freely and informedly about the treatment of your personal data, and aware that Article 16 of the Political Constitution of the United Mexican States acknowledges that all persons have the right to the protection of their personal data, to access, rectify and cancel them, as well as to express their opposition under the terms set forth in the law, establishes the following Privacy Notice.

### **Identity and domicile of the Controller**

In compliance with Federal Law on the Protection of Personal Data in Possession of Private Parties (*Ley Federal de Protección de Datos Personales en Posesión de los Particulares*), the Regulations thereto, and the Guidelines of the Privacy Notice (hereinafter, the Law), we inform you that Universidad Iberoamericana, A.C. (IBERO) domiciled in Prolongación Paseo de la Reforma number 880, Colonia Lomas de Santa Fe, Delegación Álvaro Obregón, Zip Code 01219, in Mexico City, phone number +52 (55) 5950-4000, and webpage [www.ibero.mx](http://www.ibero.mx) is the controller of the use and protection of your personal data and your sensitive personal data, which shall be used for the identification, operation, administration, and those treatments identified hereinbelow that may be required for the provision of academic and administrative services in the education system of the IBERO.

The purpose of the policies adopted by IBERO is to assure the privacy of persons, as well as the confidentiality of the personal data provided by those persons who collaborate with us, offer suppliers' services, as well as by our students, alumni, university community, and by the public in general.

### **Personal Data and Sensitive Personal Data treated by the IBERO**

The IBERO, as an institution that carries out the registration of its students, will treat the following categories of personal data: identification (including personal image), contact, authentication, labor matters, on physical, academic, patrimonial, financial, and biometric characteristics and, in some cases, sensitive data related to the status of their physical and emotional health.

Likewise, we inform you that the treatment of your data related to any disability (sensitive personal data) shall be used with the purpose so that the IBERO may facilitate the use of technologies that have been used to provide you the education services. Likewise, the data related to your health status (sensitive personal data) which we could treat shall be used for the purpose of offering you first-contact medical assistance during your visit to the university campus; in case of an emergency, or due to the effect of the nature it has due to the legal relationship you have with the IBERO. We are committed that these data will be treated under strict security measures, guaranteeing their confidentiality.

Furthermore, we inform you that the IBERO may treat your personal data of identification, contact, academic, labor and, in some cases, the patrimonial data of your relatives and/or third parties who exercise their parental authority or afford you economic support in order to comply with the purposes informed in this Privacy Notice. In this manner, upon providing the personal data necessary in relation to your relatives and/or third persons, you acknowledge you have obtained their consent so that the IBERO may treat their personal data in terms of these Privacy Notice.

### **Primary Purposes**

The personal data collected by IBERO shall be treated for the following primary purposes, and which are necessary to comply with our operation processes:

- I. The provision of on-site or remote academic services, which may vary depending on the hybrid, virtual and online modalities offered by each curriculum, coordination area and/or division.
- II. To evaluate, improve, manage, provide, and grant all the services we offer (including the design and development of new services) and to carry out all activities that may be required for and academic and extracurricular development, and to contribute to your integral education.
- III. To validate the truthfulness and quality of the information provided by you, including the verification of your data before government agencies.
- IV. To be able to participate, comply with, and follow-up the institutional procedures and activities set forth in the regulations, rules, policies, and internal codes.
- V. To evaluate you, and to inform you on your academic performance.
- VI. To communicate scientific, cultural, technological, and professional knowledge.
- VII. To maintain a historic record of any material borrowed (books, newspapers, audiobooks, videos, databases, historic archives, historic archives of the university), debts of materials, and related fines.

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- VIII. The registration to university sport leagues (CONDDE, CONADEIP, and INTERSUJ) and to the event denominated "Carrera Ibero".
- IX. To control sports classes, and the lockers inside the university facilities.
- X. To send information on the offer that each academic program, coordination area and/or division may offer.
- XI. If so is requested, to grant economic grants or scholarships, once the requirements established are satisfied.
- XII. To request to a third party the preparation of a socioeconomic study.
- XIII. To contact data subjects in case of irregularities in their academic documents.
- XIV. To send information to you on school matters, students' life, and administrative matters.
- XV. In case so is requested, to enroll you, and so that you can participate in the networking programs in education institutions abroad.
- XVI. For the creation of students' profiles; to assign them an enrollment number, and to issue their identification cards.
- XVII. For your identification in the taking of examinations.
- XVIII. For management purposes during your stay within the IBERO.
- XIX. To manage your physical access to the university campus.
- XX. To manage the transcript of the data subject.
- XXI. To record, through cameras, on-site classes, and through videoconference systems, real-time remote classes that each academic program, coordination area and/or division may offer.
- XXII. To properly manage the electronic access to the technology systems and infrastructure of the IBERO, including the electronic validation of documents through digital files.
- XXIII. For the validation of certifications of the academic programs offered.
- XXIV. Distribution and delivery of products offered by "Tienda IBERO" shop, "IBERO" Magazine, and communication products.
- XXV. Activities for the participation and representation (organizations) of students.
- XXVI. The activation of security protocols during their stays inside and outside the country.
- XXVII. The application of the National Admission Examination to Postgraduate Studies (EXANI-III).
- XXVIII. To credit, with the Ministry of Public Education, or with the National Center for Assessment in Higher Education, the National Council of Science and Technology (CONACYT), and assessment organizations, the studies, grades, examinations, and certifications that may require so.
- XXIX. For the application of Postgraduate scholarships with the CONACYT.
- XXX. To contact your relatives or third contact parties in case of an emergency.
- XXXI. To hire, evidence or cancel the required insurances, when so is requested.
- XXXII. To manage both invoicing and collection processes.
- XXXIII. To register and evidence your social service and internships.
- XXXIV. In case so is requested, to review the medical examinations or the counseling of a program of psychological support.
- XXXV. For the preparation of the identification badge that you will wear inside the university campus.
- XXXVI. For the issuance of school records and certificates.
- XXXVII. To communicate the activities of the Identity and Mission Coordination, such as: spiritual accompaniment, missions, camps, voluntary services, social integration, spiritual exercises, Ignatian Leadership, and activities in relation to works of the Society of Jesus inside and outside of the IBERO.
- XXXVIII. To carry out the revalidation and/or credit of studies, as well as to carry out all processes required before the school authorities.
- XXXIX. To enroll you in events and/or extracurricular events where you may participate in representation of IBERO.
- XL. To use your personal image (whether in photographs, video, or any other similar media) to make internal and external publications on your academic pathway, participation in events, as well as to promote the IBERO.
- XLI. To deal with, register and supervise the reports and/or requests of support made by reason of the use of the technology system and infrastructure.
- XLII. To enable the processes to obtain a professional degree (collection of information, application of examinations, and submission of results) with the National Center for Assessment in Higher Education, A.C. (CENEVAL).
- XLIII. The administrative processing to credit a language.
- XLIV. The processes to validate studies in the platform for the issuance of Degree Certificates and Digital Certificates.
- XLV. To manage your professional profile in case you use the employment service of IBERO.
- XLVI. To manage your academic mobility process, and act as assistant in migration processes.
- XLVII. To facilitate the search of lodging options, and manage your participation in the Supervised Lodging program of IBERO.
- XLVIII. To manage your stay in school as a visiting student in the IBERO.
- XLIX. To communicate and coordinate activities to collaborate with impact programs, inside and outside the campus.
- L. To fulfill the obligations set forth in the applicable set of rules.
- LI. To deal with and monitor the procedures, decisions, and opinions related to ethical-disciplinary and academic-disciplinary matters, pursuant to the applicable university rules and regulations.

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- III. To notify and communicate the contents of the files in ethical-disciplinary and academic-disciplinary procedures to the parties involved.
- LIIL. To provide information requested by any legitimate university authority therefor, including the University Court, with respect to any file still pending, due to the existence of a an evident damage or prejudice to the Ibero.
- LIV. The determination, notification, and enforcement of penalties and applicable measures suggested by the Attention to Gender Violence Committee of the IBERO, as well as the notification of the opinions rendered by such Committee.
- LV. The channeling to the pertinent associations or institutions for the compliance with the penalties and measures derived from the opinions rendered by the Attention to Gender Violence Committee of the IBERO, as well as its proper monitoring, in coordination with such Committee.

We inform you that you cannot make an objection for the IBERO to interrupt the treatment of your data for the primary and required purposes, insofar that this treatment is necessary to comply with the obligations derived from the legal relationship between you and the IBERO.

**Secondary Purposes**

Additionally, the IBERO will use your personal information for the following purposes, which not necessarily relate to the education service you have requested us, but will allow us to, and facilitate, to provide you with a better service:

- a. To carry out studies of consumption habits.
- b. To inform your relatives and/or the third parties previously authorized on your academic performance.
- c. To promote academic and investigation activities, and sports, cultural, recreational, and social events carried out by the IBERO.
- d. To apply surveys and evaluations to improve the quality of the services we offer.
- e. To communicate any congratulations and other celebrations and special days, as well as the recognition of outstanding achievements.
- f. To recommend you with different companies or organizations in their vacancies for social services, internships, and employability.
- g. To recommend you with the organizational levels of the Jesuit University System to carry out the social service program.
- h. To send you promotional information on courses, programs, diploma studies, seminars, symposiums, shops, economic supports, and events.

If your do not wish the treatment of your personal data for any or all of these secondary purposes, you can inform the above in this moment to the e-mail [datospersonales@ibero.mx](mailto:datospersonales@ibero.mx). The refusal to use your personal data for secondary purposes shall not be a reason to deny to you any of the education services.

**We inform you, that under any media allowed pursuant to the Law, we will previously obtain your consent regarding any transfer of your sensitive data.**

**Transfers**

The IBERO, in order to fulfill the purposes described above, and other purposes that may be legally required, will transfer the personal data of the following persons and organizations regarding the following purposes:

Third parties that receive personal data	Purpose	Consent
Insurance companies, insurance agencies and/o corporations with which the IBERO has executed legal agreements.	To process the contracting and cancellation of insurances and/or refunds.	Not Required
Associations and organizations of students of the IBERO.	To carry out processes regarding the contact and collaboration among the student community.*	Required
Competent authorities	In those cases set forth in the law.	Not Required
School authorities	To credit studies, grades, examinations, and certifications, provided, however, so is required under the law.	Not Required

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Corporations and/or institutions of the public and private sectors, civil society, Private Assistance Institutions, and other academic institutions, etc.	For the academic, administrative, and commercial management of the academic programs of the DEC. *	Required
Office of the General Director of the National Registry of Population and Identity, subordinated to the Ministry of the Interior.	In order to validate the quality of your information.	Not Required
National Council for Science and Technology.	To carry out the process for the application of a scholarship.	Not Required
Donors of authorized scholarship programs.	To inform you on your academic performance, and to endorse the support.	Not Required
National and foreign education institutions that have executed collaboration agreements with the IBERO.	To allow the access to online education platforms, and to the teaching of distance courses.*	Required
Members of the Jesuit System.	For the proper provision of the legal relationship we have with You	Not Required
Companies that classify and/or evaluate education institutions.	For the application of surveys or information in order to assess our education services.	Not Required
Third parties that carry out events, selection processes, or competitions.	To enroll you in the events that you may participate in representation of the IBERO.	Not Required
Banking institutions.	To carry out the required processing of payments.	Not Required
Domestic and foreign school institutions.	To validate the authenticity of certificates, diplomas, college degrees or degrees issued in your favor and/or carry out the teaching of a foreign language. *	Required
Supplier in charge of the distribution of the magazine of the IBERO, and products of communication.	For the distribution of the magazine of the IBERO, and products of communication.	Not Required
Correos de Mexico, SEPOMEX (the Mexican Post Service), and suppliers of mail and specialized parcels service.	For the distribution and delivery of the magazine of the IBERO, and products of communication.	Not Required
Assessment and evaluating organizations.	To evidence the academic pathways of students, as well as of extracurricular activities, labor position, and professional career of alumni.	Not Required
Service providers of the IBERO.	To comply with the obligations derived from the legal relationship between you, and the purposes informed in this Privacy Notice.	Not Required
Companies that form part of the employment service of the IBERO.	To recommend you with companies, and offer labor opportunities where you may be an applicant. *	Required

You can state your denial regarding the use of your personal data for those purposes not required, which may be requested by exercising your ARCO rights, under the terms indicated below.

In relation to the transfers of personal data that require your consent, please indicate below if you grant us your consent:

*"I grant my consent regarding the transfers of my personal data under the terms indicated above"*

YES ( )      NO ( )

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Name and signature of the data subject:

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### How can your access, rectify or cancel your personal data, or oppose to their use?

You have the right to know which of your personal data are in our possession, the purposes of their use, and the conditions of use that we give to them (Access). Likewise, you have the right to request the correction of your personal information in case it is not updated, is inaccurate or incomplete (Rectification); to request that we delete it from our records or databases when you consider that such information is not being used according to the principles, rights and obligations set forth in the Law (Cancellation); and also, to object the use of your personal data for specific purposes (Opposition). These rights are known as ARCO rights.

Any data subject or, in your case, your legal representative, may exercise the ARCO rights, and the IBERO will provide the means to allow you to promptly exercise your rights. The exercise of the ARCO rights may be requested in writing to the Office of the General Counsel of the IBERO by sending an electronic mail to the following address: [datospersonales@ibero.mx](mailto:datospersonales@ibero.mx).

The written request to exercise the ARCO rights shall contain the following, with the following documents attached:

1. The name of the data subject, and the electronic mail to communicate the answer to such request.
2. The documents evidencing the identity (school identification card, voter's identification card, or current passport, or license to practice or military service card, or resident card, in the case of foreigners), or, if applicable, the legal representation of the data subject.
3. The clear and accurate description of the personal data with respect to which it is sought to exercise any of the rights mentioned above, and
4. Any other element or document that facilitates the location of the personal data.
5. In case of requests for the rectification, the data subject must indicate the changes to be made, and furnish the documentation supporting such request.

The IBERO will inform the data subject, within twenty business days, starting as of the date when the access, rectification, cancellation or opposition request was received the decision adopted so that, if such decision is admissible, it is made effective within fifteen days following the date when the answer is informed. In the case of requests of access to personal data, the delivery will be admissible once the identity of the data subject or the legal representative, as applicable, has been evidenced. The terms cited above may be extended for a single time for an equal period; provided, however, the circumstances of such case justify so.

The answer will be given electronically to the e-mail address specified in the request.

The obligation to access the information will be deemed as satisfied when the personal data has been made available to the data subject, or either, through the issuance of unofficial copies, electronic documents or any other medium that the IBERO provides to the data subject.

If the data subject requests the access to his/her personal data, and the IBERO is not responsible therefor, it shall be enough to indicate so to the data subject through any print (letter of no admissibility) or electronic means (electronic mail, optical media, etc.), to deem that the request has been satisfied.

The IBERO may deny the access to the personal data, the rectification, and cancellation or granting of the opposition to their treatment in the following cases:

- a) When the person requesting so is not the data subject of the personal data, or the capacity of the legal representative is not duly evidenced for such purposes;
- b) When the personal data of the person submitting the request are not found in its databases;
- c) When the rights of a third party may be harmed;
- d) When there exists a legal impediment or a decision from a competent authority restricting the access to the personal data, or does not allow the rectification, cancellation, or opposition thereof;
- e) When the rectification, cancellation, or opposition has been previously made;

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The IBERO will limit the use of personal data and sensitive personal data under an express request of the data subject, and shall not be bound to cancel the personal data when:

- i) They makes reference to the parties to a private, social, or administrative agreement, and are required for the development and performance thereof;
- ii) In the case of public agreements and contracts;
- iii) They must be treated according to a legal provision;
- iv) They hinder any judicial or administrative proceedings related to tax obligations, the investigation and prosecution of crimes, or the updating of administrative penalties;
- v) They are necessary to protect the interests legally protected by the data subject;
- vi) They are necessary to carry out an action or in view of public interest;
- vii) They are necessary to comply with an obligation legally assumed by the data subject;
- viii) They are the subject matter of treatment for the prevention or psychiatric diagnosis or the management of health services, provided such treatment is made by health professionals who are subject to a duty of confidentiality.

### **The General Counsel of the IBERO will provide the services of the Personal Data Mailbox:**

By providing to data subjects these data to necessarily deal with the exercise of their ARCO rights and/or the revocation of the consent and/or limitation-disclosure of their personal data; observing the protection of personal data within the university.

Address: Prolongación Paseo de la Reforma number 880, Colonia Lomas de Santa Fe, Delegación Álvaro Obregón, Zip Code 01219, in Mexico City, phone number +52 (55) 5950-4000.

E-mail: [datospersonales@ibero.mx](mailto:datospersonales@ibero.mx)

Business Hours: 09:00 to 14:00 Monday thru Friday

### **How can you revoke your consent for the use of your personal data?**

You **may** revoke the consent that, if applicable, you have granted to us for the treatment of your personal data. However, it is important that you consider that we will not be able to deal with your request or interrupt their use immediately in all cases, insofar that it is possible that, pursuant to any legal requirement, we must continue to treat your personal data. Likewise, you must consider that, for certain purposes, the revocation of your consent shall imply that we can no longer provide to you the service you have requested to us, or either, that such revocation could imply the conclusion of your relationship with us.

The exercise of revocation of the consent may be requested in writing to the Office of the General Counsel of the IBERO by sending an electronic mail to the following address: [datospersonales@ibero.mx](mailto:datospersonales@ibero.mx).

The revocation of the consent may be made at any time, and shall not have no retroactive effects whatsoever. To start the process of revocation, you shall indicate, in precise manner, the consent you intend to revoke by sending an electronic mail to the address indicated above, and which shall also contain, and be attached with, the following:

1. The name of the data subject, and the electronic mail to communicate the answer to such request.
2. The documents evidencing the identity (school identification card, voter's identification card, or current passport, or license to practice or military service card, or resident card, in the case of foreigners), or, if applicable, the legal representation of the data subject.

The IBERO will inform the data subject, within twenty business days, starting as of the date when the request of revocation was received, the decision adopted so that, if such decision is admissible, it is made effective within fifteen days following the date when the answer is informed. The answer will be given electronically to the e-mail address that has been specified in the request.

The periods of time mentioned above may be extended for a single time for an equal period; provided, however, the circumstances of such case justify so.

### **How can you limit the use or disclosure of your personal data?**

If you intend to limit the use and disclosure of your personal information, we offer you the following media:

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1. Your registration in the Public Registry to eAvoid Advertisements, subordinated to the Federal Consumer Protection Agency (PROFECO), so that your personal data may not be used to receive publicity or promotions from companies of goods or services. For more information on this registry, you can consult the webpage of the PROFECO in the following link "<http://repep.profeco.gob.mx/index.jsp>", or either, contact such agency directly.
2. Your registration in the exclusion listing of the IBERO itself, so that your personal data will not treated for marketing, publicity, or marketing research purposes by us. For more information, please contact the Office of the General Counsel of the IBERO by sending an electronic mail to the following address: [datospersonales@ibero.mx](mailto:datospersonales@ibero.mx).

### The use of tracking technologies in our Internet portal.

In order to offer a more customized and responsible service, we store information on the manner in which you use the website of the IBERO. This is made through a small text file called "cookie". Cookies contain small quantities of information, and are downloaded in your computer or another device by a server from our website. Your browser sends these cookies again to our website every time you visit in afterwards, so that it can recognize you, and recall your preferences as user.

Each time you use the website of the IBERO, the information may be stored through the use of cookies and other technologies. By using our website, you accept the use of cookies, as described in our "Cookies Notice", which can be consulted by accessing the following link [www.ibero.mx/avisos-legales-cookies](http://www.ibero.mx/avisos-legales-cookies)

### How can you know the changes made to this privacy notice?

This privacy notice may experience amendments, changes, or updates derived from new legal requirements; from our own needs; due to the products or services we offer; from our privacy practices; due to changes in our business model, or due to other causes.

The IBERO will give notice to your of any change to the privacy notice through its main site [www.ibero.mx](http://www.ibero.mx) and will subsequently request you to access the link <http://www.ibero.mx/aviso-legal-y-de-privacidad>

If you deem that the right to the protection of your personal data has not been properly guaranteed due to any conduct or omission from us, or if you presuppose that there exists a violation of the provisions set forth in the Federal Law on the Protection of Personal Data in Possession of Private Parties (*Ley Federal de Protección de Datos Personales en Posesión de los Particulares*), the Regulations thereto, and other applicable ordinances, you may file your objection or report before the National Institute of Transparency, Access to Information and Personal Data Protection (INAI). For more information, we suggest you to visit their official webpage [www.inai.org.mx](http://www.inai.org.mx)

Creation, March of 2023