

**UPAEP Community Privacy Notice**  
**(Applicants, Students, Employees and Alumni)**

**Last update: August 31, 2020**

The Universidad Popular Autónoma del Estado de Puebla, A.C. (hereinafter UPAEP), with an address at 21 sur 1103, col. Barrio de Santiago, Puebla, Pue., is responsible for collecting, using and protecting your personal data, in accordance with the provisions of the Federal Law on the Protection of Personal Data held by Private Parties and the other applicable provisions in force on the matter.

The UPAEP will collect and process the personal identification, contact, fiscal, academic, labor and demographic data necessary for the development of the activities resulting from the labor and / or academic relationship between you and the UPAEP, as well as for the provision of the services available to the university community.

UPAEP may collect sensitive personal data concerning your general health, profile and clinical history, religious beliefs, social participation and ethnic origin.

The personal data collected will be used solely and exclusively for the purposes indicated below:

Primary purpose:

Provision of educational services.

To manage before the competent authorities, the corresponding procedures for registration, certification and corresponding qualifications or any other procedure derived from the employment relationship or for the provision of educational services.

To comply with the commitments and responsibilities acquired from the employment relationship between the holder and the UPAEP.

Secondary purpose:

To identify, locate and contact the holders of personal data, as well as manage their employment file or the existing contractual relationship.

Provide cultural, sports, health and job market services.

Have statistical information for decision-making during the institutional planning and evaluation processes.

Carry out administrative procedures, including, without limitation, billing and collection, analysis of marketing and satisfaction of services and academic programs.

The personal data collected as a result of the employment relationship and / or the provision of the educational service, may be transferred to the competent authorities, both federal and local, for the exercise of the functions attributed in article 38 of the Organic Law of the Federal Public Administration and in article 44 of the Organic Law of the Public Administration of the State of Puebla.

The UPAEP informs you that national or international transfers may be carried out without the consent of the Holder of the personal data, when any of the cases referred to in article 37 of the Federal Law on Protection of Personal Data in Possession occurs. of the Individuals.

You may exercise your ARCO Rights (access, rectification, cancellation or opposition), as well as limit the use and disclosure of your personal data, by sending your request in writing to the authority responsible for them, which must be delivered to the offices of the General Secretariat of the UPAEP, accompanied by a simple copy of an official identification with the photograph and signature of the owner of the data, which will only be used to validate the identity of the latter. In order to limit the use and / or disclosure of your personal information, the University will implement exclusion lists.

The authority responsible for personal data at the Popular Autonomous University of the State of Puebla, AC, is:

Name: Prof. Jose Antonio Llergo Victoria

Post: Secretary General

Address: 21 sur 1103, col. Barrio de Santiago, Puebla, Pue.

The UPAEP will review your request within a maximum period of 20 business days, so, if appropriate, you will be notified of the resolution through the email and / or phone that you have indicated for that purpose, which will be effective in a maximum period of 15 business days after you have been notified.

UPAEP may make modifications or updates to the privacy notice at any time, either to include information derived from modifications to applicable laws, internal policies, or new requirements for the provision of its services. Said modifications will be made known to the owners of the data through internet portal [www.upaep.mx](http://www.upaep.mx) and the newspaper "El Universitario", the printed communication means of the university community.

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The UPAEP will collect and process the personal identification, contact, fiscal, academic, labor and demographic data necessary for the development of the activities resulting from the contractual relationship between you and the UPAEP, as well as for the provision of the services available to the public in general.

The UPAEP may collect sensitive personal data concerning your general health, profile and clinical history, religious beliefs, social participation and ethnic origin.

The personal data collected will be used solely and exclusively for the purposes indicated below:

Primary purpose:

To comply with the commitments and responsibilities acquired from the employment relationship between the holder and the UPAEP.

To provide, among others, training, cultural, sports, health and legal guidance services.

Secondary purpose:

To identify, locate and contact the holders of personal data, as well as manage their employment file or the existing contractual relationship.

Have statistical information for decision-making during the institutional planning and evaluation processes.

Carry out administrative procedures including, among others, billing and collection, marketing and satisfaction analysis.

The personal data that is collected due to the relationship between the owner and the UPAEP may be transferred to the competent authorities, both federal and local, for the exercise of the functions attributed in article 38 of the Organic Law of the Federal Public Administration and in article 44 of the Organic Law of the Public Administration of the State of Puebla.

The UPAEP informs you that national or international transfers may be carried out without the consent of the Holder of the personal data, when any of the cases referred to in article 37 of the Federal Law on Protection of Personal Data in Possession occurs. of the Individuals.

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