



PRIVACY NOTICE

In the terms and full compliance with the provisions of the Federal Law for the Protection of Personal Data in Possession of Individuals, hereinafter **"THE LAW"**, Westhill Institute S.C., with its address at Domingo García Ramos number 56, Zona Escolar, Colonia Prados de la Montaña I, Santa Fe, C.P. 05610, Alcaldía Cuajimalpa, México, Mexico City, hereinafter **"THE INSTITUTE"**, informs you that the personal data you that provide us with such as: name, date of birth, nationality, birth data, CURP, RFC, FM3 (if applicable), letter of naturalization (if applicable), educational information, marital status, professional license number, curriculum vitae, professional and/or teaching experience, voter identification card and/or passport number, date of entry, address, e-mail, telephone number, photographs, among others, hereinafter known as **"THE PERSONAL DATA"**, as well as all sensitive personal data that requires special protection, such as: present and future health status, racial or ethnic origin, religious, philosophical and moral beliefs, bank information, among others, hereinafter **"SENSITIVE PERSONAL DATA"** that may be used to identify you, granted by you, hereinafter known as the **"THE USER"** and collected and saved directly in our database, will be used exclusively for **"THE INSTITUTE"** to comply with the obligations arising from the legal relationship that it has or will have with **"THE USER"**.

We also inform you that **"THE INSTITUTE"** will possibly collect and process **"PERSONAL DATA"** and **"SENSITIVE PERSONAL DATA"** of your relatives and/or third parties with whom you have a relationship. This is necessary to comply with the obligations of the legal relationship established with **"THE USER"**. By providing **"THE PERSONAL DATA"** and/or **"SENSITIVE PERSONAL DATA"** necessary related to your relatives and/or third parties, **"THE USER"** grants their express consent for **"THE INSTITUTE"** to process them in order to comply with the obligations set forth in this Privacy Notice.

"PERSONAL DATA" and/or **"SENSITIVE PERSONAL DATA"** will be used for the provision of educational services provided by **"THE INSTITUTE"** to **"THE USER"**, to register the user in the teachers' database, to send information related to academic or administrative matters, to administer physical access to the school facilities, to administer electronic access to systems and technological infrastructure, to contact family members or third parties in case of an emergency, and for the invoicing of fees, parents' databases, among others.



“LOS DATOS PERSONALES” y/o **“DATOS PERSONALES SENSIBLES”** serán usados para la prestación de los servicios educativos que realice **“EL INSTITUTO”**, a **“EL USUARIO”**, para darlo de alta en la base de datos de los docentes, para el envío de información relacionada con asuntos académicos o administrativos, para la administración del acceso físico a las instalaciones del plantel educativo, para la administración del acceso electrónico a los sistemas e infraestructura tecnológica, para contactar a sus familiares o terceros en caso de una emergencia y para las gestiones de facturación de honorarios, bases de datos de padres de familia, entre otros.

"THE PERSONAL DATA" and/or **"SENSITIVE PERSONAL DATA"** of **"THE USER"** may be provided to the school authorities and competent authorities in the case that his information is required by law. **"THE USER"** accepts the transfer of his/her data between the different areas of **"THE INSTITUTE"** or any other institution as long as the purpose is to comply with the obligations indicated in this Privacy Notice and as long as the receiver assumes the same obligations that correspond to the person responsible for the transfer. Individuals who have access to the data provided by **"THE USER"** are required to maintain the confidentiality of such information.

"THE PERSONAL DATA" and/or **"SENSITIVE PERSONAL DATA"** have been provided voluntarily and the updating and authenticity of the same is the responsibility of **"THE USER"**, therefore, **"THE USER"** or his/her legal representative may exercise any of the rights of access, rectification, cancellation or opposition, hereinafter **"ARCO RIGHTS"**, as well as revoke their consent for the processing of their personal data by sending an email to the email address datospersonales@uw.edu.mx **"THE INSTITUTE"** will attend and respond to requests within a period of 20 working days, or more if needed.

"THE INSTITUTE" will notify **"THE USER"** of any change to the privacy notice by means of communication through the institutional page <https://www.wi.edu.mx/> or through the e-mail address provided by **"THE USER"** for this purpose.

In accordance with **"THE LAW"**, the Legal Department of **"THE INSTITUTE"**, with the support of the competent academic or administrative areas, as appropriate, is designated as the body responsible for compliance with said law.



PRIVACY NOTICE EXCERPT

In compliance with the provisions of the Federal Law for the Protection of Personal Data in Possession of Individuals, Westhill Institute S.C., with address at Domingo García Ramos 56, Zona Escolar, Colonia Prados de la Montaña I, Santa Fe, C.P. 05610, Alcaldía Cuajimalpa, México, México City, informs you that the personal data, as well as those sensitive personal data, that may be used to identify you and collected in our database will be used exclusively for Westhill Institute S.C.'s own purposes.

Westhill Institute S.C., will notify the user of any changes to the privacy notice through communication, through the institutional page <https://www.wi.edu.mx/> or through the e-mail address provided by **"THE USER"** for this purpose.

I am aware of and sign in accordance with the provisions of this Privacy Notice.

NAME: _____

DATE: _____ SIGNATURE: _____

EMAIL: _____