



Universidad Autónoma del Estado de México

COMPREHENSIVE PRIVACY NOTICE

I. NAME OF THE DATA CONTROLLER

The Autonomous University of the State of Mexico, hereinafter referred to as “the University.”

II. NAME AND POSITION OF THE DATA ADMINISTRATOR, AS WELL AS THE ADMINISTRATIVE AREA OR UNIT TO WHICH THEY ARE ASSIGNED

- a) Name of the Data Administrator: M. in D. Hugo Edgar Chaparro Campos.
- b) Position: Director.
- c) Administrative Area or Unit: Dirección de Transparencia Universitaria (**University Transparency Directorate**).

III. NAME OF THE PERSONAL DATA SYSTEM OR DATABASE INTO WHICH THE PERSONAL DATA WILL BE INCORPORATED

- University Personal Data System.

IV. PERSONAL DATA SUBJECT TO PROCESSING, INCLUDING IDENTIFICATION OF SENSITIVE PERSONAL DATA

For the purposes of fulfilling the purposes established in this Privacy Notice, the following personal data will be collected:

- **Identification data:** full name, Unique Population Registry Code (CURP), Federal Taxpayer Registry (RFC), photograph, voice, age, date and place of birth, nationality, account number, social security number, fingerprint, handwritten signature, electronic signature, marital status, and data relating to third parties.
- **Contact and location data:** home address, landline telephone number, mobile telephone number, personal and/or institutional email address, georeferencing data, geolocation data, and place of origin.





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- **Academic, educational, administrative, cultural, opinion, and/or University-related data:** quantitative and qualitative grades, grade point average, comments on grades, evaluations and/or opinions expressed therein, institutions where basic, upper-secondary, higher education, or graduate studies were completed, and types of studies. The University also collects opinions, recommendations, and proposals submitted through its information technology systems and documentary records, as well as any accompanying information provided by users through their contributions.
- **Asset and financial data:** bank account numbers, interbank account numbers (CLABE), Federal Taxpayer Registry (RFC) numbers of legal entities, QR codes, two-dimensional codes, license plate numbers, and/or serial numbers of computers, electronic tablets, laptops owned by individuals, as well as any information regarding the financial capacity of individuals, including information concerning the resources they possess and their ability to meet financial obligations.

The University may use the following personal data, which are considered sensitive personal data and therefore require special attention:

- **Data concerning present and future health status, physical and/or mental condition;**
- **Data concerning trade union membership;**
- **Data concerning ethnic or racial origin;**
- **Sexual preferences;** and
- **Genetic data.**

In addition, the University records audio and video and takes photographs at the events and activities it carries out, including administrative and institutional governance processes, classes, conferences, sports, cultural and recreational events, outreach and dissemination activities, event publication, academic and social events, student brigades, social service brigades, and medical and psychological consultations and therapies.

It collects personal data through council sessions, board meetings, meetings, public consultations, voting processes, working groups, consultation forums, reports, and campaigns, as well as through information attached or submitted by users through institutional systems.

The University also prepares statistics which, by way of example and without limitation, may be published on the University's official website, institutional social media accounts, in books, journals, activity reports, billboards, and/or brochures.





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Any breach or compromise affecting the confidentiality of such data must be reported to the data controller, so that preventive or corrective measures may be established, as appropriate.

Personnel of the University Transparency Office shall have unrestricted access to the information contained in the system for purposes of administration, control, oversight, and such other purposes as may be legally applicable.

Of the data listed above, information concerning physical and mental health status, trade union membership, ethnic or racial origin, sexual preferences, and genetic status is considered sensitive personal data, since the improper use of such data may pose a serious risk to the data subject. The use of these data does not require the data subject's consent, although such consent is a legal requirement for carrying out a procedure or providing a service.

It is important to state that your personal data constitute confidential information, in accordance with Article 143, Section I, of the *Transparency and Access to Public Information Law of the State of Mexico and Municipalities*, except for your name and information relating to the functions you perform and the expenditure of public funds, as well as, in general, any other information that contributes to transparency in public actions and guarantees the right of access to public information.

Likewise, the data subject may, at any time, authorize the disclosure and dissemination of personal data considered confidential, including sensitive personal data. Such authorization must be provided in writing, expressly, and unequivocally.

V. MANDATORY OR VOLUNTARY NATURE OF THE PROVISION OF PERSONAL DATA

The provision of personal data is voluntary; however, most of such data are necessary to carry out the procedures and services offered by the Autonomous University of the State of Mexico.

If you do not object at this time, it shall be understood that you have given your express consent to the use of your personal data under the terms set forth in this Privacy Notice.





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VI. CONSEQUENCES OF REFUSING TO PROVIDE PERSONAL DATA

If you refuse to provide, in whole or in part, the personal data requested by the Autonomous University of the State of Mexico, you must notify the head of the relevant administrative area, either in writing or verbally, so that the voluntary or mandatory nature of the data may be assessed on a case-by-case basis. If you continue to refuse to provide such data, the University will be unable to carry out the procedures or provide the services for which such data are required.

VII. PURPOSES OF THE PROCESSING FOR WHICH PERSONAL DATA ARE COLLECTED, INCLUDING THOSE REQUIRING THE DATA SUBJECT'S CONSENT

The personal data collected from the data subject will be used for the following purposes, which are necessary for the University's activities.

a) Primary Purposes of Processing

Academic procedures, including enrollment, reenrollment, scholarship applications, academic records, academic advising, academic mentoring, degree completion, professional license applications, issuance of certificates and identification cards, social service, professional internships, student mobility, participation in research projects, recording of assessments, issuance of full or partial academic certificates, verification or validation of documents evidencing academic studies completed, the institutional repository, and any activity or obligation arising from the University's activities, as well as social service and professional internships with public or private sector organizations, verification of supporting documents evidencing the highest level of education completed and the institution attended, and the online consultation system for parents or guardians.

Administrative procedures, including the processing of socioeconomic information and matters relating to financial, human, and material resources, general services, University infrastructure and construction projects, payments to suppliers, payment for services rendered, asset declarations, the legal framework, and management and planning.





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Various social activities and services, including cultural outreach and dissemination, sports, physical and psychological healthcare, medical and psychological consultations and therapies, council sessions, board meetings, meetings, public consultations, voting processes, working groups, consultation forums, reports and campaigns, as well as information attached or submitted by users through institutional systems; recreational and business-related activities, research, outreach, event publication, University civil protection, and veterinary services for large and small animals.

b) Secondary Purposes

- I. To generate statistics concerning admission examination results, students' academic status, and statistical information required by the Secretariat of Public Education.
- II. To fulfill purposes arising from the University's mission, which is to generate, study, preserve, transmit, and disseminate universal knowledge and serve society, with the aim of contributing to the achievement of new and improved forms of human existence and coexistence, and promoting a universal, humanistic, national, free, just, democratic, and civic consciousness.

VIII.- NOTICE REGARDING TRANSFERS OF PERSONAL DATA

In accordance with Article 66 of the Law on Protection of Personal Data in Possession of Obligated Entities of the State of Mexico and Municipalities, the University hereby pledges not to transfer your personal data to any natural person or legal entity unaffiliated with the Institution without your explicit consent, notifying you as holder, when applicable, the transferred personal data, the intended purpose of such procedure, and the identity of the recipient.

In all cases, it is important to note that the public disclosure of your personal data shall proportionally depend on the provisions set forth in the laws applicable to each specific case and on your right to an expectation of privacy.

Likewise, neither remissions nor the communication of data between administrative areas or units affiliated to the obligated entities in the exercise of their statutory powers shall be deemed transfers, pursuant to the provisions of Article 62 of the Governing Law.





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IX.- MECHANISMS AND MEANS SHALL BE AVAILABLE FOR USE PRIOR TO THE PROCESSING OF PERSONAL DATA TO ENABLE THE DATA SUBJECT TO EXPRESS THEIR REFUSAL REGARDING ANY PURPOSE AND TRANSFER REQUIRING THE CONSENT OF SAID DATA SUBJECT.

The transfer of personal data is discretionary. In case of the rejection of the data subject for providing it, the University will be unable to process the requested procedure or service.

X.- MECHANISMS, MEANS, AND PROCEDURES AVAILABLE TO EXERCISE ARCO RIGHTS, INDICATING THE ELECTRONIC ADDRESS TO SUBMIT REQUESTS.

The rights of access, rectification, cancellation, and opposition are commonly known as ARCO rights and are independent of one another. The exercise of any of these rights is not a prerequisite for, nor does it preclude, the exercise of the other.

The provenance of these rights, if applicable, shall be effective once the holder of the data or legal representative prove their identity or legal representation, respectively.

The exercise of any of the ARCO rights, constitutes an integral part of the primary guarantees of the right to the protection of personal data, pursuant to the provisions set forth in Article 16, second paragraph, of the Political Constitution of the United Mexican States.

- *Right of Access.*- The data subject shall have the right to access, request, and be informed regarding their personal data in the possession of obligated entities, as well as information related to the conditions and general terms of its processing, such as the origin of the data, the conditions of the processing to which it is subject, transfers made or intended to be made, access to the privacy notice governing such processing, and any other general terms provided under the Law.
- *Right of Rectification.* - The data subject shall have the right to request their personal data rectification when it is inaccurate, incomplete, outdated, inadequate, or excessive. Rectification may be carried out through official letter when the data controller possesses the documents that evidence the inaccuracy of the data.
- *Right of Cancellation.* - The data subject shall have the right to request the cancellation of their personal data from the files, records, and systems of the data controller, to the end of such data is no longer in its possession and ceases to be processed.





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Exceptions to the Right of Cancellation:

The data controller shall not be required to cancel personal data when:

- I. They must be processed pursuant to statutory or legal provisions;
 - II. They pertain to the parties to a contract and are necessary for its performance and fulfilment;
 - III. They obstruct judicial or administrative proceedings, such as the investigation or prosecution of crimes, or the application and enforcement of administrative sanctions; or affect public safety, public health, public policy provisions, or third -party rights;
 - IV. They are necessary to protect the legally protected interests of the data subject or a third party;
 - V. They are necessary to perform an action carried out in the public interest;
 - VI. They are required to comply with an obligation lawfully incurred by the data subject.
- *Right of Opposition.* – The data subject shall have the right at all times on legitimate grounds to object the processing of their personal data for one or several purposes, or to demand the cessation of such processing, under the following circumstances:
 - I. When the data has been collected without their consent, where such consent was required under the terms of the Law on the Protection of Personal Data in Possession of Obligated Entities of the State of Mexico and Municipalities;
 - II. Even if the processing is lawful, when it must cease to prevent its continuation from causing harm or injury to the data subject;
 - III. When their personal data is subject to automated processing that produces adverse legal effects or significantly affects their interests, rights, or freedoms, and is intended to evaluate, without human intervention, specific personal aspects -in particular, to analyze or predict job performance, economic status, health condition, sexual preferences, reliability, or behavior;





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- IV. When the data subject identifies that personal data has been improperly associated with them, that they have been linked to a record to which they are not the subject, or that they have been included in a personal data system with which they have no connection;
- V. When there are legitimate grounds and applicable Law does not provide otherwise.

These rights may be exercised interchangeably through the System for Access, Rectification, Cancellation, and Opposition of Personal Data of the State of Mexico (English for SARCOEM, Sistema de Acceso, Rectificación, Cancelación y Oposición de Datos Personales del Estado de México), on the website www.sarcoem.org.mx and/or at www.plataformadetransparencia.org.mx; in addition, as convenient to the data subject, requests may be made in writing or verbally, directly through an attorney-in-fact or legal representative, before the Transparency Unit of the Autonomous University of the State of Mexico, or via email at transparencia@uaemex.mx.

XI.- INDICATION BY WHICH THE DATA SUBJECT MAY REVOKE CONSENT FOR THE PROCESSING OF THEIR DATA, DETAILING THE PROCEDURE TO BE FOLLOWED TO THAT EFFECT.

In general, revocation shall only be admissible, by consequence, the cessation of personal data, when such data was obtained through consent, and provided that no legal or contractual impediment exists to that effect.

In case that the revocation procedure is approved for a specific case, the scope of revocation will be determined (whether for the cancellation, termination, or data blocking) and special protection measures will be set up. To resolve this request, the applicant must contact the staff at the Directorate of University Transparency.

XII.- WHEN APPLICABLE, THE OPTIONS AND MEANS OFFERED BY THE DATA CONTROLLER TO DATA SUBJECTS TO LIMIT THE USE, DISCLOSURE, OR PORTABILITY OF DATA.

Consistent with the purposes of the processing of your personal data, no means are available to limit its use or disclosure.





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XIII.- MEANS THROUGH WHICH THE DATA CONTROLLER WILL COMMUNICATE CHANGES TO THE PRIVACY NOTICE TO DATA SUBJECTS.

This privacy notice is identified as No. 05 and was approved on September 29, 2025. It may undergo modifications, or updates in attention to legislative reforms as well as internal and external regulatory provisions. Nevertheless, such changes will be made known through one or more of the following means:

- 1) On the University website or at the offices of the Directorate of University Transparency.
- 2) Social media accounts of the Autonomous University of the State of Mexico.
- 3) Institutional email or the email address provided to us.
- 4) Visible notices posted in the university spaces.
- 5) Brochures or leaflets.

XIV.- THE POSITION AND ADDRESS OF THE DATA PROCESSOR, SPECIFYING THEIR NAME OR THE MEANS BY WHICH THEIR IDENTITY MAY BE KNOWN.

Shall be made public that for the purposes of this personal data system, no data processor has been designated.

XV.- THE ADDRESS OF THE DATA CONTROLLER.

The address of the data controller is set in Instituto Literario Ote. No. 100. Col. Centro, Zip Code. 50000, Toluca, State of Mexico.

XVI.- LEGAL BASIS FOR WHICH THE DATA CONTROLLER IS AUTHORIZED TO THE PROCEDURE

Articles 37, 44, 45 and 46 of the Law on the Protection of Personal Data Held by Obligated Entities of the State of Mexico and Municipalities.

XVII.- THE PROCEDURE FOR EXERCISING THE RIGHT TO DATA PORTABILITY

By reason of the nature of the procedure in question, for the fulfillment of the powers established under the governing law, the right to data portability is not applicable.





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XVIII.- THE ADDRESS OF THE TRANSPARENCY UNIT OF THE AUTONOMOUS UNIVERSITY OF THE STATE OF MEXICO

Located at Cerro de Coatepec w/n, Col. Ciudad Universitaria, Zip Code. 50110, Toluca, State of Mexico, "Somo UAEMéx Tower" Building, (Formerly Academic Tower).

XVII.- CONTACT DETAILS OF THE TRANSPARENCY UNIT OF THE AUTONOMOUS UNIVERSITY OF THE STATE OF MEXICO, INCLUDING ADDRESS, INFORMATIVE PORTAL ADDRESS, EMAIL, AND CALL CENTER TELEPHONE NUMBER, TO ENABLE THE DATA SUBJECT TO RECEIVE GUIDANCE OR FILE COMPLAINTS FOR VIOLATIONS OF THE PROVISIONS OF THE LAW.

Contact Details:

Telephone numbers: (722) 4811631 and (722) 4811630 (phone switch).

Informative portal address of the Autonomous University of the State of Mexico:

<http://www.uaemex.mx/>

Email of the Transparency Unit: transparencia@uaemex.mx

Address: Cerro de Coatepec w/n, "Somos UAEMéx Tower" Building, 5th floor, Ciudad Universitaria, Toluca, State of Mexico, Zip Code. 50100.

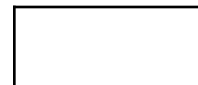
Office Hours: from 09:00 to 15:00 and from 17:00 to 20:00.

AUTONOMOUS UNIVERSITY OF THE STATE OF MEXICO.

"HOMELAND, SCIENCE AND LABOUR"



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