

Introduction

By virtue of Law 1581 of 2012 (Art. 17 Lt. ky Art. 18 Lt. f) and Decree 1377 of 2013 (Art. 13.) by means of which dispositions are dictated for the protection of personal data and in the development of the constitutional right that all people have to know, update and rectify the information that has been collected about them in databases or files, the "**FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**" as the entity in charge of processing the personal data of their interest groups made up of users and their families, collaborators, contractors, students, entities responsible for payment and inspection, monitoring and control entities, information that has been obtained in the development of their mission activity to provide educational services, which is committed to compliance with the aforementioned regulations and the protection of the individual's rights and informs its interest groups the following policies on collection, treatment and use of personal data.

Responsible for data processing

FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN, identified with NIT. 900,189,513-3, a non-profit organization with legal personality 0469 of December 6, 2007, issued by the Government of Valle del Cauca, has its main domicile in the city of Tuluá, on Calle 48 # 25D-253 LUSITANIA'S neighborhood of Tuluá, is responsible for the treatment of the data obtained from its different interest groups.

Definitions.

- **Authorization:** Prior, express and informed consent of the Holder to carry out the processing of personal data.
- **Database:** Organized set of personal data that is subject to Treatment.
- **Personal data:** Any information linked to or associated with one or more natural persons determined or determinable.
- **Personal semi-private data:** are those data that do not have an intimate, reserved, or public nature and whose knowledge or disclosure may interest not only the owner, but a group of people or society in general. In this case, the express authorization of the Owner of the information is required for its treatment. For example: data of a financial nature, data relating to relations with social security entities (EPS, AFP, ARL, Compensation Funds).
- **Sensitive personal data:** Are those that affect the privacy of the Owner or whose improper use can generate discrimination, such as those that reveal racial or ethnic origin, political orientation, religious or philosophical convictions, membership in unions, social organizations, of human rights or that promotes the interests of any political party or that guarantees the rights and guarantees of opposition political parties as well as data related to health, sexual life and biometric data.

- **Private personal data:** it is a personal data that, due to its intimate or reserved nature, only interests its Holder and for its treatment requires its express authorization. For example: Level of education, books of merchants, among others.
- **Public personal data:** it is that type of personal data that the norms and the Constitution have expressly determined as public and, for whose collection and treatment, the authorization of the Holder of the information is not necessary. For example: civil status of the person, data contained in the RUNT, data contained in judicial sentences executed, among others.
- **In charged of the Treatment:** Natural or legal person, public or private, which by itself or in association with others, performs the processing of personal data on behalf of the controller.
- **Responsible for the Treatment:** Natural or legal person, public or private, that by itself or in association with others, decides on the database and / or the treatment of the data.
- **Holder:** Natural person whose personal data is subject to Treatment.
- **Treatment:** Any operation or set of operations on personal data, such as collection, storage, use, circulation or deletion.

Data processing policy

The **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, by virtue of its corporate purpose, has obtained and preserved since its creation, personal data of its stakeholders, which in the future we will call holders, which are collected, stored, organized, used, transmitted, updated, rectified and in general administered, according to the respective relationship and / or connection (civil, labor, commercial or educational) applying the following policies:

4.1 The FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN, is committed to give a correct use and treatment of personal data and sensitive personal data of its holders, avoiding unauthorized access to third parties that allows knowing, violating, modifying, disclosing and / or destroying the information, for which it has information security policies that include mandatory compliance control measures.

4.2. The FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN, asks the holders of the information for all necessary data for the development of the corporate purpose of the same. The required sensitive information will be of free and voluntary delivery by the respective Holder.

4.3. Except for the exceptions provided by law, the processing of personal data may only be done with the prior, express and informed consent of the holders, expressed in writing, orally or by unequivocal conduct of the Holder that allows to reasonably conclude that granted authorization.

4.4. The FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN, will request from the entities responsible for payment, collaborators, students, parents, suppliers and contractors, the personal data necessary to establish the respective relationship and / or relationship (civil, labor, commercial or educational). The required sensitive information will be freely and voluntarily

delivered by the respective Holder, who must grant their consent and authorization for their respective treatment.

4.5.The **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, will ensure respect for and compliance with the fundamental rights of children and adolescents, observing the special requirements established for the treatment of their personal data and sensitive personal data.

4.6. The treatment of personal data provided by the **STUDENTS AND PARENTS** of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, will have the following purpose:

- For the provision of educational services for its users and families.
- Update of data delivered by the Holder.
- Characterization and monitoring of the student population.
- Delivery of academic and disciplinary reports.
- Respond to requirements to control entities.
- Evaluation of indicators of opportunity and quality of services.
- Evaluation of the quality of educational services offered by the institution.
- Exercise legal actions and defend them.
- Provision of information to the competent authorities if required.
- In general for any other purpose that derives from the legal nature of **the FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**

4.7. The treatment of the personal data provided by the **COLLABORATORS** of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN** will have the following purpose:

- Realization of the process of selection of personnel according to their aptitude for a position or task.
- Establish a contractual relationship
- Offer training opportunities.
- Performance evaluations, job satisfaction, personal growth, welfare, safety and health at work.
- Comply with the process of affiliation to the General System of Integral Social Security (Health Promoting Entities, Administrators of occupational risks, Pension and severance funds, Compensation Fund)
- Carry out the Remuneration process.
- Exercise legal actions and defend them.
- Comply with judicial demands.
- Publicize advances of the institution in research and academic aspects.
- Provision of information to the competent authorities if required.
- In general for any other purpose that derives from the contractual relationship.

4.8. The treatment of the personal data provided by the **PAYMENT AND CONTRACTOR ENTITIES** of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, whether individuals or legal entities, will have the following purpose:

- Make the contractual link.
- Carry out economic recognition for the provision of the service.
- Provision of information to the competent authorities if required.
- Exercise legal actions and defend them.
- Comply with judicial demands.

4.9. The treatment of the personal data of **STUDENTS WHO CARRY OUT PRACTICES** at the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN** will have the following purpose:

- Present reports to educational institutions.
- Make an invitation to academic events.
- Evaluate the knowledge acquired during their training.
- Publicize advances of the institution in research and academic aspects.
- Carry out the Remuneration process.
- Exercise legal actions and defend them.
- Provision of information to the competent authorities if required.
- In general for any other purpose that derives from the contractual relationship and / or agreement established.

DUTIES OF THE FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN

5.1. Guarantee the user the full and effective constitutional right of habeas data.

5.2. Maintain the information in conditions of security and privacy.

5.3. Make use of the information for the missionary purposes and foreseen in the law.

5.4. Process in a timely manner the claims that users have against the information entered in the database.

5.5 Not sell, circulate or exchange the database of its users, without legal or contractual cause that justifies it.

5.6. Proof of compliance with the information provided to the Holder must be retained, and when requested by the Holder, a copy of this information must be provided.

5.7 At the moment of requesting the Holder authorization the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, must clearly and expressly state the following:

- The Treatment to which the personal data and the purpose of it will be submitted.
- The optional nature of the answer to the questions that are asked, when they are about sensitive data or about the data of girls, boys and adolescents.
- The rights that assist him/her as Holder.
- The identification, physical or electronic address and telephone number of the person responsible for the treatment. .

5.8. The use of personal data of children and adolescents must comply with the requirement to respond and respect the prevailing rights of this population group, and their fundamental rights.

5.9. The legal representative of the child or adolescent will grant the authorization for the treatment of the minor's personal data.

Rights of the Owners

The holder of personal data and sensitive personal data will have the following rights:

- Know, update and rectify the data that appear in it. This right may be exercised, among others, against partial, inaccurate, incomplete, fractioned, misleading data, or those whose treatment is expressly prohibited or has not been authorized.
- Know why and why the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, collects information in database.
- Revoke at any time the authorization given to contain personal information in the databases of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**.
- Revoke the authorization and / or request the deletion of the data when in the treatment it considers that the principles, rights and constitutional and legal guarantees are not respected. The revocation and / or suppression will proceed when the Superintendence of Industry and Commerce has determined that in the treatment the person in charge or in charge has incurred in conducts contrary to this law and the constitution.
- File a complaint with the Superintendence of Industry and Commerce, when it considers that it has been violated by the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**, its right to Habeas Data.
- Request proof of the authorization granted to the controller, except when expressly excepted as a requirement for processing, in accordance with the provisions of article 10 of Law 1581 of 2012.
- Access free of charge to all personal data that has been subject to Treatment.

Cases that do not require authorization for data processing

The authorization of the Holder will not be necessary in the case of:

- Information required by a public or administrative entity in the exercise of its legal functions or by court order.
- Data of public nature.
- Cases of medical or sanitary emergency.
- Treatment of information authorized by law for historical, statistical or scientific purposes.
- Data related to the Civil Registry of People.

Information delivery

The information that meets the conditions established in Art. 13 of Law 1581 of 2012, may be provided to the following people:

- To the Holders, their successors or their legal representatives.
- To public or administrative entities in the exercise of their legal functions or by judicial order.
- To third parties authorized by the Holder or by law.

Area responsible for the attention of requests, queries and claims.

The area responsible for the attention of requests, queries and claims will be the Administrative and communications area of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN** which once it receives the request according to the following chapter, will send it to the area responsible for the data processing.

Procedure for the attention of requests, queries and claims

10.1. The holder of the information contained in the database of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN** or by its legal representative, may exercise its right to know, update, rectify, suppress and revoke the information contained therein, by means of an email. electronic: contabilidad@fundaciongpl.org or sending written communication to the following: address: calle 48 # 25D-253 of Tuluá.

10.2. The request must be clear in what is intended, whether to know, update, rectify, delete and / or revoke the information contained in a database. In addition, it must contain the contact information of the petitioner in order to give him a response.

10.3. Regardless of the mechanism used for the filing of requests for consultation, they will be served within a maximum term of ten (10) business days from the date of receipt. When it is not possible to attend the consultation within stated term, the interested party will be informed, stating the reasons for the delay and indicating the date on which the consultation will be attended, which in no case may exceed five (5) business days following the expiration of the first term.

10.4. Claims for correction, updating or deletion of data will be answered within fifteen (15) business days, counted from the day following the date of receipt. When it is not possible to attend it within stated term, the interested party will be informed before the expiration of stated period of time of the reasons for the delay and the date on which the claim will be handled, which in no case may exceed eight (8) business days following the expiration of the first term.

10.5. If the claim is incomplete, the interested party will be required within five (5) days following receipt of the claim to correct the faults. Once the complete claim has been received, a legend that says "claim in process" and the reason thereof will be included in the database, in a term not exceeding two (2) business days. This legend must be maintained until the claim is decided.

Likewise, if two (2) months after the date of the request, without the applicant submitting the required information, it will be understood that the claim has been abandoned.

10.6. The first instance of the claim will be the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN** and once exhausted without satisfactory answer, the Holder may appeal to the Superintendence of Industry and Commerce.

Validity

This policy applies as of the date of its publication and its validity will be subject to the purpose of processing the personal data of the legal nature of the **FUNDACIÓN EDUCATIVA GUILLERMO PONCE DE LEÓN**

PRODUCED BY	MARIA DEL PILAR BERMUDEZ- ADMINISTRATIVE COORDINATOR
REVIEWED BY	HECTOR ADOLFO MEZA - INTERNAL CONTROL
APPROVED BY	LINA MORENO - SCHOOL'S PRINCIPAL