



British American School

Simplified Privacy Notice for the Protection of Personal and Sensitive Data

In accordance with the provisions of the Federal Law on the Protection of Personal Data Held by Private Parties (hereinafter referred to as the "Law"), its Regulations, and applicable legislation in the State of Mexico, BRITISH AMERICAN SCHOOL S.C., owner of the educational institution "BRITISH AMERICAN SCHOOL" (hereinafter referred to as the "School"), located at Fuente del Niño number 16 and 16 b, Lomas de Tecamachalco neighborhood, Fuentes section, C.P. 53950, Naucalpan, State of Mexico, is responsible for collecting your personal and sensitive data, the processing of the same, as well as their protection. This data will be treated confidentially and solely for purposes related to the identification, operation, and administration necessary for the provision of educational services and related matters, as well as for other specific purposes established in the Privacy Notice, as provided below:

1.Objective. This Privacy Notice aims to regulate the collection, processing, and protection of the personal data of members of the School (applicants, students, alumni, former students, management staff, teaching staff, and administrative staff), of those who have any contractual relationship with it (mainly parents and guardians), the School community, and any person who accesses its facilities for any reason or provides information or personal data for any reason or circumstance. These individuals, hereinafter referred to as "data subjects," will have their data treated in a lawful, controlled, and informed manner to ensure their privacy and their right to informational self-determination.

2. For the purposes set forth in this Privacy Notice, the personal data required by the School include the following:

Identification data; Contact data; Data on physical characteristics; Academic data; Financial or asset-related data. In addition to the personal data mentioned above, for the purposes informed in this privacy notice, the School will use the following personal data considered sensitive:

Health and/or psychological data; Ideological data; Data on political opinions; Data on ethnic, racial, and/or migratory origin; Biometric data. This data, including information about the data subject's lifestyle and other sensitive personal data, will be treated with strict security and confidentiality for the purposes established in this Privacy Notice.

3.Purposes.By providing your personal data or that of minors under your parental authority, custody, or guardianship, in writing through a request, paper format, digital format, email, or any other printed or electronic document, the data subject accepts and authorizes the School to use and process such personal data and information in an automated manner. This data will form part of its database to fulfill the following purposes, which are necessary for the continuity of the legal, labor, and/or commercial relationship between the School and the data subject: To provide face-to-face and/or remote educational services (videoconferences, video classes, tutoring, etc.) in compliance with obligations derived from the applicable contract; To identify, locate, communicate with, and contact the data subject to fulfill obligations derived from the applicable contract (e.g., employment contract or educational service agreement) and, where appropriate, to provide necessary information for proper academic follow-up of the student; To provide the services and products requested by the data subject and inform them of any changes; To carry out and follow up on academic and administrative management processes; To hire, evaluate, and monitor the

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development of the data subject; To validate and verify the employment relationship with accredited third parties; To validate, verify, or corroborate studies and their periods with accredited third parties; To accredit studies, grades, exams, and certifications with third parties that require them; To enable processes for obtaining degrees or certificates with the corresponding authorities; To transfer data to third parties related to the relationship between the data subject and the School, whenever necessary for the provision of academic and administrative services requested by the data subject; To register the access and attendance of students and staff at the School; To register, track, and provide assistance to parents, alumni, visitors, suppliers, guests, and other individuals attending the facilities; To carry out and follow up on credentialing processes for students, alumni, teaching staff, management, administrative personnel, and maintenance staff; To provide and conduct social, cultural, and/or sports activities within and outside the School, as long as they are part of the service or product contracted by the data subject; To carry out and follow up on academic exchanges and special programs at the express request of the data subject; To respond to the data subject's requests regarding the School's services and products, address complaints, questions, and comments, and send notifications, announcements, and information about our services, products, or related changes; To register the student's data with the relevant educational authorities to integrate them into the state and/or federal educational system; To issue official and unofficial academic documents in favor of the student, as well as to certify academic studies and competencies; To integrate the clinical record, provide emergency or health assistance, psychological and/or psychopedagogical follow-up to preserve the physical integrity and health of the student; To register workers with the Mexican Social Security Institute (IMSS), as well as with labor, tax, and other authorities related to social security and housing funds; To allow the School and its programs to gain accreditation with recognized third parties, join and remain in associations, and establish agreements; To register suppliers, maintain contact, and follow up; To recognize the history, career path, and professional achievements of collaborators; To prepare statistics and reports required by authorities in Mexico and abroad; To meet requirements made by educational, labor, tax, social security, or other competent authorities; To send reports, memos, and official communications to competent authorities, as long as these derive from a legal obligation under applicable legislation; To verify the student's health condition and status to enable participation in physical activities; To register, evaluate, and, if applicable, hire individuals participating in recruitment and selection processes for employment.

The data subject may, at any time, express their refusal for their personal data to be processed for the secondary purposes set forth in this Privacy Notice by sending an email to the address mx.julieta.trueba@british.edu.mx (kinder), mx.miriam.ramirz@british.edu.mx (elementary), mx.lucy.solis@british.edu.mx (middle school), mx.carmen.tenorio@british.edu.mx (high school). The email must include the following information: a) If the relationship derives from an educational services contract: The name of the father, mother, or guardian; The name of the student; Documents proving the identity or, if applicable, the legal representation of the data subject; Educational level, grade, and group in which the student is enrolled or will enroll; The secondary purposes for which the data subject refuses the use of personal data and, if applicable, the specific personal data for which the use is refused, even if the data subject consents to the secondary purpose but wishes to limit the personal data to be used. b) If the relationship derives from an employment contract: The name of the employee; Documents proving the identity or, if applicable, the legal representation of the data subject; Job position; Assigned area; The secondary purposes for which the data subject refuses the use of personal data and, if applicable, the specific personal data for which the use is refused, even if the data subject consents to the secondary purpose but wishes to limit the personal data to be used.

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It is important to consider that it will not be possible to fulfill the request or conclude the use immediately in all cases, since it is possible that due to some legal obligation it may be necessary to continue processing the personal data for certain purposes. In any case, any request will be answered by the College. In addition, the holder must consider that, for certain purposes, the revocation of consent will be inappropriate while the contracted services continue to be provided.

For more information on the terms and conditions under which your personal data will be treated, as well as the third parties with whom we share your personal information and how you can exercise your ARCO rights, you can consult the comprehensive privacy notice on the official website: <https://english.britishmexico.education/>. If the holder provides his/her personal data, it means that he/she has read, understood and accepted the terms set forth in this Privacy Notice.

BRITISH AMERICAN SCHOL, S.C. Naucalpan, State of Mexico, Mexico.

Date of last update: May 12, 2025.

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