



**CORPORACION EDUCATIVA
INDOAMERICANA**

**POLICIES FOR USE AND TREATMENT
OF PERSONAL INFORMATION, PRIVACY
AND CONFIDENTIALITY OF INFORMATION
EXISTING IN THE DATA BASES OF THE
INSTITUTION**

	POLICIES FOR USE AND TREATMENT OF PERSONAL INFORMATION, PRIVACY AND CONFIDENTIALITY OF INFORMATION EXISTING IN THE DATA BASES OF THE INSTITUTION	CODE: GI7-DOC17	
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Within the natural exercise of its activities, the CORPORACIÓN EDUCATIVA INDOAMERICANA (hereinafter the CORPORATION) may carry out collection, use and treatment of personal data of members of your community understood for these students, teachers, administrative employees, graduates and suppliers (hereinafter USERS) for which it will be subject to the following policies:

1. Databases, or any kind of electronic repositories, are intellectual creations subject to the protection of Copyright. The CORPORACIÓN is the owner of the databases that it uses, for which is fully subject to the rules on the protection of personal data and habeas Data. Consequently, CORPORACIÓN, as the owner of database is the only one that has the power to authorize the use or disposal of the same to third parties or their units academic or administrative.
2. The purpose for the collection, use and processing of personal data of the members of your community is the proper management, administration, improvement of the various services of the CORPORATION, carrying out processes internal, statistics, quantitative and qualitative analysis of the activities, And services offered, as well as the products or improvement of existing ones that can contribute to well-being academic, administrative, financial or training CORPORATION or by third parties related to its object and with each one of the offices of the CORPORATION.
3. By authorizing the collection of personal data to CORPORACIÓN, through the implementation of data collection forms or its sending through any other means, USERS declare to fully and unreservedly accept the incorporation of the data provided and its treatment, In the terms stipulated in the policies of use and treatment of personal information.
4. The USERS are solely responsible for the information provided to CORPORACIÓN is completely current, accurate and truthful and acknowledge their obligation to keep the data updated at all times, in a way that is truthful and accurate. In any case, USERS are solely responsible for the false or inaccurate information that it performs and for the damages caused to CORPORACIÓN or to third parties, for the information that it provides.

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5. The CORPORACIÓN is fully subject to the guidelines of the Law, as well as its internal regulations and policies, which will treat with extreme diligence the personal information and give the best possible use of information, collected by physical, electronic and will integrate their data bases or any kind of digital repository.
6. The USER acknowledges that the input of personal information is voluntary and accepts that through any process through channels authorized for this purpose by the CORPORATION can collect personal data, which will not be ceded to third parties without their knowledge, unless is a requirement of a judicial or administrative authority, or, in the case of students, mediated by an inter-administrative cooperation agreement that makes it necessary.
7. By providing personal data, the USER fully accepts the remission of promotional or commercial information, news, courses, events, newsletters, congresses and products related to the CORPORACIÓN.
8. The USERS may exercise, at any time, the rights of access, rectification, cancellation and opposition of their personal data, and exercise any other right derived or related to the protection of personal data (habeas data), for this will take into account the Following rules:
 - a. The exercise of these rights may be effected through the completion of a PQR on the website of the CORPORATION at the URL: http://www.indoamericana.edu.co/ingresar_pqr.php
 - b. In the case of the request for personal information made by natural or legal persons, this must be done through the website of the CORPORATION.
 - c. In case the person has an email assigned by the CORPORATION, the response to the request will be sent to that address. Likewise, the CORPORATION may respond to different emails or to a home address that must be registered in the databases of THE CORPORATION or in the body of the application.

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- d. The response to any request related to access, rectification, cancellation and opposition of your personal data, and to exercise any other right derived or related to the protection of personal data (habeas data) is equal to that which has to respond to any PQR. In any case, if the person does not agree with the information that rests in the databases of the CORPORATION must prove with the evidence that he has in his possession the information he requests should be modified.
9. Without prejudice to constitutional rights and legal and regulatory provisions, the CORPORACIÓN reserves the right to modify at any time its policy of use and treatment of personal information, privacy and confidentiality of information existing in the databases of the CORPORACIÓN, Maintaining due respect for the laws of protection of personal data and informing all the interested parties through any directed or massive non-directed dissemination mechanism.
10. The database will be housed in the CORPORACIÓN's data center and it has provided human and technological resources to protect the confidentiality, integrity and availability of information and its databases. The area of Computer Security of the Information Technology and Communications Department of the CORPORACIÓN is responsible for planning, implementing and maintaining the security and continuity of the information assets of the TIC products that support the administrative and academic processes of the CORPORACIÓN. In order to fulfill this mission, the institution has a firewall, however, the USER acknowledges that the technological means may imply a level of risk which it assumes and accepts and the CORPORATION does not grant any guarantee nor assume any obligation or responsibility for loss or subtraction Information system.
11. Each and every person who manages, updates, or has access to information of any kind, found in the CORPORACIÓN Databases, or any type of electronic repositories, undertakes to keep and maintain it in a strictly confidential manner and not disclose it to third parties. This obligation covers all personal, accounting, technical, commercial or other information supplied in the execution and exercise of its functions, including, but not limited to,

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formulas, procedures, techniques, Know - How and other information in Access to them.

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