

**Comprehensive privacy notice
issued by the Strategic General Coordination of Social Development
with respect to the Secretariat of Education of Jalisco**

The **Strategic General Coordination of Social Development**, located at 599 Américas Avenue, Cuauhtémoc Building, 10th floor, Colonia Lomas de Guevara, Guadalajara, Jalisco, is responsible for the processing and protection of your personal data, and in this regard, informs you of the following:

The **personal** data subject to processing by the **Secretariat of Education of Jalisco** are as follows:

Identification data					
Name	Nationality	Age	Home address and/or tax address	Marital status	Sex
Unique Population Registry Code (CURP)	Federal Taxpayer Registry (RFC)	Professional license number	Social Security Number	National Military Service card number	Driver's license number
Signature	Voter ID key	Place and date of birth	Telephone number	Email address	Photograph and physical image
Official identification number	Locality and electoral section	Kinship	Passport number	Other identification number	Alias or pseudonym

Legal status data	
Criminal record - certificate of no criminal record	Information on administrative sanctions - certificate of no administrative sanction
Related to an individual involved in or subject to an administrative or regulatory proceeding.	Related to an individual involved in or subject to family, civil, criminal, or any other legal proceeding.

Academic data		
Educational background	Name of previous school	Highest level of studies
Alphanumeric grades		

Employment data Previous employment information			
Name of agency or company	Position held	Address	Telephone number

Beneficiary Data	
Name	Telephone number, email address
Economic dependents	CLABE (bank account code)
Deduction details	

Sensitive personal data to be processed:

Asset data	Origin data	Health data
Bank account number	Racial or ethnic origin, geographic origin, skin color, eye color, height, body build	Medical history, health certificate, disability type, medical incapacity, surgeries, use of devices and/or prostheses

Identification			
Union membership	Maternity and paternity	Voice	Talent

Biolmetric data
Fingerprint
Facial recognition, hand geometry, voice and/or handwriting

Data may be collected directly, indirectly, electronically, in writing, or by telephone.

Purposes of processing personal data include:

1. To address and process requests for access to information or the exercise of ARCO rights;
2. For identification and location;
3. To integrate personnel files and register staff in the payroll system of the IMSS and State Pensions, in order to record staff attendance and departures, identify and

authenticate public servants, disseminate public information ex officio, generate payment receipts, comply with tax obligations and withheld taxes, issue labor, administrative and identification certificates; all related to employment, position, or commission, such as compliance with legal requirements for hiring and the payment of wages, salaries, and benefits, employment history of public servants, and compliance with requirements;

4. To carry out processes of pre-enrollment, enrollment, re-enrollment, regularization, promotion, participation in calls, results, certification, accreditation, and validation in processes from basic education, upper secondary, higher teacher education, postgraduate studies, and vocational training;
5. To grant maternity and paternity leave, including those that must be granted to public servants who have minor children requiring hospitalization in public or private institutions, upon verification of the case;
6. To create and maintain a record of trained public servants, for purposes of control and evidence of attendance, future calls for participants, and to generate statistics on training provided;
7. To maintain a record of persons served by the Secretariat of Education, and to generate statistics on the services provided;
8. To generate payments to suppliers for the acquisition of goods;
9. To monitor access, stay, and exit from facilities, and to keep records of unlawful or inappropriate conduct of individuals;
10. To contract school accident insurance;
11. To provide courses and workshops;
12. To conduct inspection visits to public and private educational institutions and to the administrative offices of the Secretariat of Education;
13. To initiate labor and administrative liability proceedings;
14. To activate school protocols for the detection, prevention, and attention in cases of violence against girls, boys, and adolescents, as well as for prevention, detection, and follow-up in cases of child sexual abuse, bullying, and mistreatment in basic education schools;
15. To award scholarships after a thorough review of files and applications submitted by applicants, and verification of compliance with eligibility criteria;
16. To process student enrollment, withdrawals, and re-entries in basic and higher teacher education institutions of the Secretariat of Education Jalisco;
17. To initiate administrative, labor, civil, or criminal proceedings;
18. To grant, renew, or revoke the incorporation of private institutions into the State Educational System;
19. To open administrative files for personnel carrying out professional practices and social service;

20. To grant or deny the annual renewal of official recognition of studies for basic, upper secondary, and higher teacher education institutions;
21. To issue rulings on requests for the creation of new private schools;
22. To conduct audits of Administrative Units and educational institutions;
23. To execute agreements, contracts, and other legal acts in educational matters entered into by the State Government with the Federation, States, Municipalities, or any public or private institution;
24. To comply with economic or in-kind support of strategic programs in support of the educational community; and
25. To safeguard the integrity and security of workers, students, parents, guardians, and citizens entering the facilities of the Secretariat, as follows: personal data may be collected temporarily, by this Obligated Entity, directly or indirectly, through mechanisms in remote or local electronic, optical, or other communication media, allowing personal data to be automatically and simultaneously collected at the time the holder comes into contact with them, such as images captured by security cameras; and
26. To ensure certainty and compliance in the process of purchase requests, acquisition or supply, preparation of market studies, and submission of requisitions, by this Obligated Entity, before the Secretariat of Administration;
27. To register students in contests or competitions that promote arts and culture among students, as part of socio-emotional development and civic and cultural awareness, with the purpose of encouraging and recognizing their own artistic talents;
28. To disseminate the programs, actions, and strategic projects of the Secretariat of Education, which include digital media, images, voice, as well as the official social media accounts of this Agency;
29. To register, process, and issue ID cards for basic education students, through the provider acting as data processor in accordance with the corresponding bidding process and in coordination with the requesting area, with the purpose of providing students with an official identification means to facilitate various school and administrative procedures.

The **legal grounds** authorizing the Controller to carry out the processing are:

Ley General de Transparencia y Acceso a la Información Pública (General Law of Transparency and Access to Public Information): Article 70 sections VII, XI, and XVII; and Article 71; Ley del Servicio Militar (Military Service Law): Article 20; Ley de Transparencia y Acceso a la Información Pública del Estado de Jalisco y sus Municipios (Law of Transparency and Access to Public Information of the State of Jalisco and its Municipalities): Article 8, paragraph 1, section I, subsections j), k), and l); section IV subsection e); Article 25 section VII; and Article 68 sections II and III; Ley de Protección



de Datos Personales en Posesión de Sujetos Obligados del Estado de Jalisco (Law on the Protection of Personal Data Held by Obligated Entities of the State of Jalisco): Article 51 sections II, III, and IV; Ley para los Servidores Públicos del Estado de Jalisco y sus Municipios (Law for Public Servants of the State of Jalisco and its Municipalities): Articles 17 sections I and XII, 43, 44, 44 bis, 44 ter, 54 Bis-4, 54 Bis-5, and 56 sections XII, XIII, and XVIII; Ley de Movilidad y Transporte del Estado de Jalisco (Law of Mobility and Transportation of the State of Jalisco): Article 54; Ley Orgánica del Poder Ejecutivo del Estado de Jalisco (Organic Law of the Executive Power of the State of Jalisco): Article 23 sections II, IV, V, VII, and XVI; Ley de Educación del Estado de Jalisco (Education Law of the State of Jalisco): Articles 6, 9, 141, and 144; Ley de Compras Gubernamentales, Enajenaciones y Contratación de Servicios del Estado de Jalisco y sus Municipios (Law on Government Procurement, Disposal, and Contracting of Services of the State of Jalisco and its Municipalities): Articles 13, 35 section VIII, and 57; Reglamento Interno de la Secretaría de Educación Jalisco (Internal Regulations of the Secretariat of Education of Jalisco): Articles 12 section IX, 15 section XIX, 18 section III, 22 sections XXIV, 24 sections VIII and XV, 39 section IX, 40 section XII, 72 section III subsection a), 87 section II, and 108; Manual de Organización y Procedimientos de la Secretaría de Administración (Organization and Procedures Manual of the Secretariat of Administration), including: Procedimiento de Alta (Onboarding Procedure) (p. 117); Procedimiento de Bajas, Licencias y Suspensiones (Termination, Leave, and Suspension Procedure) (p. 124); Procedimiento de Contratos Temporales (Temporary Contracts Procedure) (p. 128); Procedimiento de Registro ante el IMSS (IMSS Registration Procedure) (p. 132), and sections 4.1, 4.3, 4.11, 4.59 to 4.69, 6.85, 6.86, and 6.90 of the Administrative Policies of the Secretariat of Administration; Reglamento de Asociaciones de Padres de Familia (Regulation of Parent Associations): Article 6 section IX; Acuerdo administrativo del Secretario de Educación del Estado de Jalisco (Administrative Agreement of the Secretary of Education of the State of Jalisco) establishing the bases and terms for contracting school accident insurance: Fourth consideration; Acuerdo administrativo del Secretario de Educación del Estado de Jalisco (Administrative Agreement of the Secretary of Education of the State of Jalisco) establishing the guidelines for the provision of student social service, professional practices, and technical and professional statistics in public institutions of basic education of the State of Jalisco: Articles 4 section IX, 6 section V, and 48; Reglamento de Asociaciones de Padres de Familia (Regulation of Parent Associations): Article 6 section IX; Carta de Confidencialidad y No Divulgación (Confidentiality and Non-Disclosure Agreement) signed by the Coordinación General de Innovación Gubernamental de la Jefatura de Gabinete del Gobierno del Estado de Jalisco (General Coordination of Government Innovation of the Chief of Staff of the Government of the State of Jalisco) and the Secretaría de Educación (Secretariat of Education), derived from the provisions established in the Governor's Agreement DIELAG ACU/050/2020, signed on August 9, 2022.



As well as the following manuals:

Manual de Organización de Educación del nivel de Secundarias de la Secretaría de Educación Jalisco (Organization Manual for Secondary Education of the Secretariat of Education of Jalisco), within the section purpose of the position, as well as the pedagogical-curricular dimension, numerals 1, 3, 4, 13, 14, and 15; and responsibilities under numerals 1 and 2, all of them applicable to the Secondary School Principal.

Manual de Organización de Educación del nivel de Primarias de la Secretaría de Educación Jalisco (Organization Manual for Primary Education of the Secretariat of Education of Jalisco), within the section purpose of the position, as well as the pedagogical-curricular dimension, numerals 1, 3, 4, 13, 14, and 15; and responsibilities under numerals 1, 2, and 3, all of them applicable to the Primary School Principal.

Manual de Organización de Educación del nivel de Preescolar de la Secretaría de Educación Jalisco (Organization Manual for Preschool Education of the Secretariat of Education of Jalisco), within the section purpose of the position, as well as the pedagogical-curricular dimension, numerals 1, 3, 4, 13, 14, and 15; and responsibilities under numerals 1, 2, and 3, all of them applicable to the Preschool Principal.

Manual de Organización de Educación del nivel de Especial de la Secretaría de Educación Jalisco (Organization Manual for Special Education of the Secretariat of Education of Jalisco), within the section purpose of the position, as well as the pedagogical-curricular dimension, numerals 1, 3, 4, 13, 14, and 15; and responsibilities under numerals 1, 2, and 3, all of them applicable to the Special Education Principal.

Furthermore, the processing of personal data collected through security cameras is carried out in accordance with Article 21, ninth paragraph, of the Constitución Política de los Estados Unidos Mexicanos (Political Constitution of the United Mexican States); Article 8 subsection a) of the Constitución Política del Estado de Jalisco (Political Constitution of the State of Jalisco); Articles 31.1 sections I and II, and 32.1 sections VI and VII of the Ley de Protección de Datos Personales en Posesión de Sujetos Obligados del Estado de Jalisco y sus Municipios (Law on the Protection of Personal Data Held by Obligated Entities of the State of Jalisco and its Municipalities); and Article 55 section IV of the Ley para los Servidores Públicos del Estado de Jalisco y sus Municipios (Law for Public Servants of the State of Jalisco and its Municipalities).

Likewise, regarding the registration, processing, and issuance of ID cards for students of basic education, this is carried out in accordance with Article 115 section XIV of the Ley de Educación del Estado Libre y Soberano de Jalisco (Education Law of the Free and Sovereign State of Jalisco) and Articles 56 section VIII and 65 section IX of the Reglamento para el Gobierno y Funcionamiento de las Escuelas de Educación Básica del Estado de Jalisco (Regulation for the Governance and Functioning of Basic Education Schools of the State of Jalisco).



It is hereby informed that no transfer of personal data will be made other than those provided for in the purposes established in this Privacy Notice, except for those required to comply with duly founded and justified requests from a competent authority; those that are indispensable to fulfill obligations arising from various legal provisions; or those falling under any of the exceptions to consent established in Article 75 of the Ley de Protección de Datos Personales en Posesión de Sujetos Obligados del Estado de Jalisco y sus Municipios (Law on the Protection of Personal Data Held by Obligated Entities of the State of Jalisco and its Municipalities). Where applicable, the third-party recipients of the transferred personal data may include, but are not limited to, the following:

1. La Secretaría de Hacienda del Estado de Jalisco (Ministry of Finance of the State of Jalisco), for compliance with tax obligations and payment of contributions to the Mexican Social Security Institute (Instituto Mexicano del Seguro Social).
2. La Secretaría de Administración del Estado de Jalisco (Ministry of Administration of the State of Jalisco), for the issuance of appointments and designation of beneficiaries.
3. La Secretaría de Administración del Estado de Jalisco (Ministry of Administration of the State of Jalisco), to carry out procurement procedures for the acquisition or leasing of goods or contracting of services requested by this Obligated Entity, in the case established in Article 57 of the Ley de Compras Gubernamentales, Enajenaciones y Contratación de Servicios del Estado de Jalisco y sus Municipios (Law on Government Procurement, Disposal, and Contracting of Services of the State of Jalisco and its Municipalities), regarding the process of purchase, acquisition, or supply.
4. Las autoridades administrativas y jurisdiccionales (Administrative and judicial authorities), for the purpose of responding to administrative or judicial requests, as well as any authority that, in the exercise of its functions, requires information held by this agency.
5. Los sujetos obligados (Obligated entities) to which requests for public information are addressed, within their competence, for the purpose of following up on procedures established in the Ley de Transparencia y Acceso a la Información Pública del Estado de Jalisco y sus Municipios (Law of Transparency and Access to Public Information of the State of Jalisco and its Municipalities).
6. La Contraloría del Estado de Jalisco (Comptroller's Office of the State of Jalisco), for the submission of asset declarations of public servants.
7. Any other cases established in Article 75 of the Ley de Protección de Datos Personales en Posesión de Sujetos Obligados del Estado de Jalisco y sus Municipios (Law on the Protection of Personal Data Held by Obligated Entities of the State of Jalisco and its Municipalities).

This Secretariat of Education may communicate your personal data collected to the Coordinación General de Innovación Gubernamental de la Jefatura de Gabinete (General Coordination of Government Innovation of the Chief of Staff), for the purpose of being



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incorporated into the Sistema de Datos Personales de la Herramienta Identidad Digital (ID Jalisco) (Personal Data System of the Digital Identity Tool – ID Jalisco) of the Government of Jalisco, thereby generating a single personal data file to facilitate digital service processes for the benefit of citizens.

With respect to personal data collected from a third party, the applicant must inform said third parties of this Privacy Notice, in order to keep them informed about the processing of their data.

You may, at any time, request Access, Rectification, Cancellation, and/or Opposition regarding your personal data, by submitting a request for the exercise of ARCO rights; as well as exercise your right to the portability of your personal data, before the Unidad de Transparencia de esta Coordinación General Estratégica de Desarrollo Social (Transparency Unit of this Strategic General Coordination of Social Development), located at Calzada Lázaro Cárdenas No. 3857, Colonia Jardín de San Ignacio, Zapopan, Jalisco, or through the Plataforma Nacional de Transparencia (PNT) (National Transparency Platform).

Any changes to this Privacy Notice will be communicated to the holders of personal data through the transparency webpage of this Obligated Entity, at the following electronic link:

https://transparencia.jalisco.gob.mx/informacion_fundamental/139/186

For any clarification, questions, or additional comments regarding this matter, the following contact information of the Transparency Unit is available: Telephone: 33-30-30-20-00 extension 55111, Official email of the Transparency Unit: transparencia.cgeds@jalisco.gob.mx

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