



DOCUMENT OF AUTHORIZATION AND REFERENCE OF USE OF PERSONAL DATA - General Authorization.

Universidad de los Andes, as an institution that stores and collects personal data, has to obtain your free, prior, express, voluntary and properly-informed authorization to allow all academic and/or administrative departments to gather, collect, store, use, circulate, suppress, process, compile, exchange, confirm, verify, treat, update and make available free of charge the data provided and incorporated to different databases, databanks or electronic repositories of all kinds of the University. This information is and will be used in the development of the University duties as a higher education institution either directly or through third parties. Any data containing information from third parties have been authorized by the holder of such data or permitted by law. THE UNIVERSITY performs as a third party in good faith concerning the information provided. You hereby authorize Universidad de los Andes to verify and/or confirm all the information you provide whether it belongs to your data or third-party data you provide for any reason as a result of the University's requirements.

- i) If you are a student, your data will be used to communicate and/or notify academic, administrative, wellness events related to your educational process, as well as, any news and/or administrative, academic or cultural information deemed to be relevant for you to use the services and/or procedures before the University.
- ii) If you are an applicant to a regular program, alumnus or person who enrolls and/or participates in community outreach courses, your data may be used to inform you about the academic and/or administrative offer, events, marketing or cultural activities eventually held by the University.
- iii) If you are not in the aforementioned categories, your information will be used to contact you and/or provide you with administrative information and/or information on academic or cultural events eventually held by Universidad de los Andes.

By accepting these terms and conditions, the user (student, alumnus, applicant, employee, contractor, visitor) authorizes in advance, expressly and clearly to treat their personal information under the provisions of this document and/or authorization.

Universidad de los Andes, under the provisions of Article 10 of Decree 1377/2013, is hereby expressly and clearly authorized to keep and manage all your Information, unless you request otherwise directly, expressly and clearly in writing to the email provided for this purpose: habeasdata@uniandes.edu.co responsible, Adriana Patricia Márquez Mosquera (person in charge), telephone number 3394949, ext. 3802.

Similarly, you do hereby state that you are aware of your rights as the holder of data, especially the right to know, update and rectify your personal data before Universidad de los Andes, and other rights stated in the relevant standards and the Political Constitution, as well as, the optional responses to questions, if any, related to sensitive data or information about children and teenagers, unless such data are necessary for academic and/or administrative processes of the University.

This document is issued in Bogotá on _____, 2019

Names and Last Names: _____

Identification Card Number: _____ issued in _____

Signature: _____