

## **PRIVACY POLICY**

### **1. CONSENT FOR THE MANAGEMENT**

INSTITUTO EDUCACIONAL FRANKLIN DELANO ROOSEVELT ("Colegio Roosevelt") respects and complies with the provisions determined by the Peruvian law regarding Protection of Personal Data and its regulations (hereinafter, the "Regulation of Personal Data").

In compliance with the Regulation of Personal Data, Colegio Roosevelt will consider that parents or guardians of students who participate in our online registration process, have properly given their consent for the processing of the personal data when they decide to press "click", when they are asked for their acceptance of these terms.

In that sense, parents will be informed that the personal data collected through the registration process, electronic forms will be stored in the database called "Students and Parents" which belongs to Colegio Roosevelt located in Av. Las Palmeras 325, La Molina, Lima.

### **2. PURPOSE OF THE PROCESSING AND TIME OF STORAGE**

Colegio Roosevelt collects the personal data provided by parents/guardians and students in order to allow them to participate in the registration process to the corresponding grade. Consent to this privacy policy will authorize the school to store the personal data provided for the fulfilment of the purpose described for as long as the student is enrolled in our institution and for a maximum period of 5 years after their graduation.

### **3. HANDLING AND TRANSFER**

Colegio Roosevelt has adopted technical measures of security necessary to protect the personal data of the parents or guardians and students provide during the registration process, keep their privacy and prevent access of unauthorized third parties.

Access to the personal information provided will be restricted only to duly authorized Roosevelt school staff who can access to the personal data provided.

However, if someone requires urgent care during the staying at our establishment, we could transfer his/her personal information to CENTROS MÉDICOS DEL PERÚ S.A. located in Av. Javier Prado Este N° 4200, CC Jockey Plaza, Surco. In that way, personal data holders can receive the proper care from medical staff in the infirmary of our campus. At the same time, the personal information could be transferred to public institutions when, according to the law, Colegio Roosevelt is required to do so.

However, collected information may be transferred, at national level, to medical staff located in the infirmary of our campus for the purpose of urgent or emergency treatment, and when public institutions according to law, Colegio Roosevelt is obliged to do so.

At the international level, our institution will transfer the personal data to Finalsité, the company that provides us the management services of the web site, and to the following institutions which allow us the use of platforms or tools for the delivery of educational services: Managebac, Google, PowerSchool and Zoom. In all these cases, the information is sent to the United States.

#### **4. RIGHTS OF THE HOLDER OF PERSONAL DATA**

In parents' capacity as holders of personal data, parents/guardians and students may revoke at any time, personally or through their respective representatives, the authorization granted and/or exercise rights provided for in the regulation of personal data (right of access and right of rectification, right of cancellation, right of disagreement, among others). For this purpose, it will be sufficient to send a simple letter to Colegio Roosevelt's address indicated in the introductory part of this privacy policy addressed to Mr. Hernán Carrasco, with the reference "My Personal Data." Otherwise, parents may send an electronic communication to [hcarrasco@amersol.edu.pe](mailto:hcarrasco@amersol.edu.pe) or they may use any of the forms on the exercise of the right "Acceso – Rectificación – Cancelación – Oposición" (ARCO) available at the gates of entry to our campus.

#### **5. THE PARTICIPATION OF MINORS**

In order to participate in the registration online process, underage applicants must have the authorization of their parents or guardians. In case they provide their personal data, they must also indicate their parents or guardians contact information in order for Colegio Roosevelt to verify their consent.

#### **6. MODIFICATION OF THE PRIVACY POLICY**

Colegio Roosevelt may modify the appearance of the web site which administers the registration process, as well as the terms and conditions of this privacy policy; so we suggest that parents read carefully the terms and conditions each time that they access to it. Nevertheless, we inform parents that, if the powers of treatment will rise in favor of our institution, they will receive a communication asking for their authorization again.

#### **7. NATURE OF THE CONSENT**

Parents' consent to process the personal data provided in accordance with the terms and conditions set forth in this Privacy Policy is required in order to participate in the registration process of Colegio Roosevelt. If parents don't provide it, they may not participate in the process.