



Instituto Panamericano de
Geografía e Historia

Organismo Especializado de la
Organización de los Estados Americanos

2023
Aniversario del IPGH

"La Ciencia al Servicio de la Paz"

SECRETARÍA GENERAL

PRIVACY NOTICE

In accordance with that established in article 12 of the Universal Declaration of Human Rights, articles 17 and 19 of the International Pact on Civil and Political Rights, articles 10 and 13 of the United Nations Convention Against Corruption; also with the Federal Law for the Protection of Personal Data in the Possession of Private Individuals of the United Mexican States (country with the PAIGH headquarters).

The **Pan American Institute of Geography and History (PAIGH)** is responsible for the use and protection of its personal data, responding to the legal obligations established at international and national levels.

The **Pan American Institute of Geography and History (PAIGH)** makes available to all the following Privacy Notice:

Through this instrument, the owners of personal data are informed of the purposes for which this information which may be gathered from them will be used.

Besides the above, we state to all that the **Pan American Institute of Geography and History (PAIGH)**, has its central office located at:

Calle Ex Arzobispado # 29
Colonia Observatorio
Alcaldía Miguel Hidalgo
C.P. 11860 Ciudad de México
Mexico

The personal data that we gather from yourselves will be used in order to fulfil the legal procedures that regulate the functioning of the **Pan American Institute of Geography and History (PAIGH)** and the Technical Assistance Program (PAT - 2024), which are necessary for putting into effect our relations with yourself, also for running the services and/or disbursements of funds that are requested.

The **Pan American Institute of Geography and History (PAIGH)** obtains Personal Data from its Owner directly with the latter's full **consent**, which has as its main aim, within the framework of the 2024 Technical Assistance Program (PAT-2024), identifying, finding and, in the case of becoming necessary, contacting them for the purposes of:



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- a. The performance of research activities in the scientific and academic spheres.
- b. The performance of activities that encourage the exchange of ideas and the distribution of knowledge.
- c. Response to queries, requests or requirements concerning the funds approved for the Technical Assistance Program.
- d. Keeping in line with and following up on the general guidelines, currently in force, for the disbursement of funds.
- e. The administrative management and documentation between those responsible for projects and at the General Secretariat of the PAIGH.

In order to put into effect the aims described in this current Privacy Notice, we will use the following personal data:

- a. Full name
- b. Personal telephone (fixed and/or mobile)
- c. Electronic mail
- d. Nationality
- e. Signature

Moreover, we should tell you that your personal data will not be shared with any other authority, business, organization or person different from ourselves and will be used exclusively for the purposes stated.

A.R.C.O. RIGHTS

Rights of the Data Owner concerning his personal data (ARCO):

- a. **Access:** You have, at all times, the right to know which personal data we have in relation to yourself, the purposes we use it for and the conditions of use that we give to it.
- b. **Rectification:** At the same time, it is your right to request the correction of your personal information in the case of it becoming out of date, inaccurate or incomplete.
- c. **Cancellation:** you have the right for your information to be eliminated from our records or databases when you judge that this data is not being used adequately and correctly.



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- d. **Opposition:** you also have the right to oppose the use of your personal data for specific purposes.

In order for any of the ARCO rights to be exercised, your request should be made through the following electronic mail: secretariageneral@ipgh.org, by means of which you will be informed about the procedure to follow and the requirements. The response to your request will be provided within a maximum period of 20 working days.

WITHDRAWAL OF THE CONSENT

It should be mentioned that you will be able to withdraw your consent for the use of your personal data, through the following electronic mail: secretariageneral@ipgh.org. This request will mean that we will not be able to continue providing the service that you requested of us.

At the same time, it is important to bear in mind that withdrawal or revocation of consent could have a negative result, if there is a legal ruling and procedure that determines this.

In the same way, it will be possible to request information for knowing the procedure and the requirements for withdrawing consent, also for restricting the use and public release of your personal information.

Your request will be responded to within a deadline of 20 working days.

This current Privacy Notice may undergo modifications, changes or updates arising from legal updates; from our own needs for the products or services that we offer; from our privacy practices; from changes in our business model, or from other causes. For this reason, we are committed to keeping you informed about the changes that this Privacy Notice may undergo; nevertheless, you may request information about whether it has been changed in any way, by contacting through this electronic mail: secretariageneral@ipgh.org

Latest update:

1 de febrero de 2023