

Relevant information on Personal Data Protection

This section is an archive for the documentary verification media that are available for carrying out performance assessments, in accordance with the characteristics and contents set forth in the appropriate technical assessment documents and the Annual Program.

Personal data protection assessment documents

“Personal data protection” virtual section

Update and publication date:

9/30/2022

Criteria

Hyperlink to the “Personal data protection” section published on the homepage of the website of the liable party.

Hyperlink to section “1. Complete privacy notices” published in the “Personal data protection” section.

Hyperlink to section “2. Contact data of the Transparency Unit and, where appropriate, the Personal Data Protection Officer” published on the “Personal Data Protection” section”

Hyperlink to section “3. Relevant information on “personal data protection” published on the “Personal Data Protection” section”.

Verification medium

Angle 1: Principles

1.1 Complete privacy notice

Update and publication date:

9/30/2022

Criteria

Verification medium

Hyperlink to the document with information about the complete privacy notice(s):

- a) Classification of the personal data processing carried out by the liable party (including the processing of its personnel data)
- b) Type of medium used to communicate the privacy notice (Physical and/or Electronic / Optical / Acoustical / Visual / Other technology)
- c) Physical location where the owner can review the privacy notice
- d) Hyperlink to the privacy notice published on the website of the liable party

1.2 Mechanisms to certify compliance with the principles and obligations under the General Law and other applicable provisions

Update and publication date:

9/30/2022

Criteria

Verification medium

Official notice or document whereby the use of resources to implement personal data protection programs and policies is authorized.

Hyperlink to the personal data protection program or policy.

Hyperlink to the personal data protection training program.

Hyperlink to the document with the specification of the supervision and monitoring systems.

Hyperlink to the document whereby

the liable party establishes the procedure to receive and reply to concerns and complaints from the owners on personal data protection.

2. Obligations

2.1 Security obligation

Update and publication date:

9/30/2022

Criteria

Hyperlink to the public release of the security document of the liable party, setting out only the specifics of the work plan contained therein, in addition to the risk and breach analysis.

Under no circumstances the complete security document of the liable party will be included in this section. The security document must be published by maintaining the protection of the work plan and the respective risk and breach analyses. Without exception, any instance where they are left visible shall be deemed a noncompliance with the criterion set forth herein.

Hyperlink to the document with the internal management and personal data processing policies.

Hyperlink to the personal data protection training program.

Verification medium

2.2 Obligation of confidentiality and communication of personal data

Update and publication date:

9/30/2022

Criteria

Hyperlink to the document that establishes the controls that aim to ensure the confidentiality that must be observed by all individuals that participate in any stage of personal

Verification medium

data processing. The controls must be identified with clarity and simplicity.

Hyperlink to the document containing the list of legal instruments that regulate the relationship with the individuals in charge, which shall establish as a general clause keeping the confidentiality with respect to the personal data processed by the person in charge. The document must contain the name of and hyperlink to the public release of every legal instrument, and the purpose thereof, and indicate if the general confidentiality clause is included therein.

It is not applicable since to date there is no person in charge.

Hyperlink to the document containing the list of legal instruments that formalize the hiring of or subscription to cloud services, applications, and infrastructure or otherwise, that establish the general contracting conditions or clauses, including such conditions or clauses whereby the suppliers undertake to maintain the confidentiality of the personal data upon which they render the service. The document shall contain the name of and hyperlink to the public release of every legal instrument and the purpose thereof and indicate if the general conditions or clauses for contracting, as well as the general confidentiality clause, are included therein.

It is not applicable since to date there are no supplier(s) of cloud services, applications, and infrastructure or otherwise.

Hyperlink to the document containing the list of legal instruments that formalize personal data transfers, where the receiver of the personal data undertakes to guarantee the confidentiality of the processed

It is not applicable since to date there have been no transfers.

personal data. The document shall contain the name of and hyperlink to the public release of every legal instrument and the purpose thereof, and a brief description of how the consent of the owner was obtained, or, specify whichever of the exceptions set forth in articles 22, section II and/or 70 of the General Law, the medium or manner in which the liable party communicated to the receiver of the personal data the privacy notice under which the owner's personal data is processed, with an indication whether such notice includes the general confidentiality clause.

3. Practice of ARCO rights

3.1 Mechanisms for the practice of ARCO rights

Update and publication date: 9/30/2022

Criteria

Hyperlink of the document containing the media and procedures implemented by the liable party.

Hyperlink to the document detailing the following information on the requests to practice the right to access personal data received by the liable party:

- a) Number of received requests
- b) Number of requests addressed within the established legal period
- c) Number of requests which were not addressed within the established legal period

Hyperlink to the document detailing the following information on the requests to practice the right to correct personal data received by the liable party:

Verification medium

It is not applicable since no requests to access personal data have been received.

It is not applicable since no requests to ratify personal data have been received.

- a) Number of received requests
- b) Number of requests addressed within the established legal period
- c) Number of requests which were not addressed within the established legal period

In the event that no requests to practice the right to correct personal data are received, please specify so in this form (no document needs to be published).

Hyperlink to the document detailing the following information on the requests to practice the right to cancel personal data received by the liable party:

- a) Number of received requests
- b) Number of requests addressed within the established legal period
- c) Number of requests which were not addressed within the established legal period

It is not applicable since no requests to cancel personal data have been received.

Hyperlink to the document detailing the following information on the requests to practice the right to oppose to the processing personal data received by the liable party:

- a) Number of received requests
- b) Number of requests addressed within the established legal period
- c) Number of requests which were not addressed within the established legal period

It is not applicable since no requests opposing to the processing of personal data have been received.

4.1 Portability

4.1 Portability of personal data

Update and publication date:

9/30/2022

Criteria

Indicate if the liable party processes the personal data through automatic

Verification medium

Yes

or electronic media (Yes / No).

Indicate if an accessible and legible electronic form that is readable through automatic media is used, i.e., indicate if such electronic media can identify, recognize, extract, search or carry out any other operation with specific personal data (Yes / No).

No

Indicate if the form used makes possible to reuse and/or leverage the personal data (Yes / No)

No

Document containing the hyperlink to the complete privacy notice(s) for every processing of personal data where is possible to request the portability thereof, that establishes the personal data types or categories that technically speaking are portable, the type(s) of structured forms that are commonly used and available to obtain or transmit personal data, and the mechanisms, media, and procedures available to the owner to request the portability of his/her personal data. Such document shall contain the following information:
a) Classification of the personal data processing that enables portability
b) Type of medium used to communicate the privacy notice (Physical and/or Electronic / Optical / Acoustical / Visual / Other technology)
c) Physical location where the owner can review the privacy notice
d) Hyperlink to the privacy notice published on the website of the liable party

No

Indicate if the owner does not attach to his/her request the storage medium to make a copy of his/her personal

No

data, and if the liable party makes available such storage medium (Yes / No)

Hyperlink to the document that establishes the management, physical and technical security measures for the transmission of personal data, including, but not limited to, user authentication methods, safe connections, or otherwise cyphered electronic transmission media. For the security document, include the public version thereof. Under no circumstances include in this section the complete security document of the liable party. The security document must be published by maintaining the protection of the work plan and the respective risk and breach analyses. Without exception, any instance where they are left visible shall be deemed a noncompliance with the criterion set forth herein.

Personal data are not transferred.

5. Preventive personal data protection actions

5.1 Assessment of impact in personal data protection

Update and publication date:

9/30/2022

Criteria

Name of the public policy, program, system, platform, application or any other activity that involved an intensive or relevant processing of personal data.

Verification medium

The SENASICA does not have a public policy, program, system, platform, application, or any other activity that involves an intensive or relevant processing of personal data, consequently, no information on that regard would be published.

The public policy, program, system, platform, application, or any other activity that involves an intensive or relevant processing of personal data is subject to any exemption to the submission of an impact assessment (Yes / No).

No

If the reply is yes, post the hyperlink to the exemption report issued by the INAI (National Institute of Access to Information). Omit entering any information in the subsequent criteria of this variable. In the event the public policy, program, system, platform, application, or any other activity that involves an intensive or relevant processing of personal data is not subject to any exemption to the submission of an impact assessment, post the hyperlink to the impact assessment submitted to the INAI.

Not applicable

Hyperlink to the opinion containing non-binding recommendations issued by the INAI.

Not applicable

6. Personal data protection liable parties

6.1 The Transparency Committee and the Transparency Unit

Update and publication date:

9/30/2022

Criteria

Verification medium

State if there is a Transparency Committee (Yes/No)

If the reply is no, omit entering any information in the subsequent criteria of this form.

Yes

Hyperlink to the document containing the established and implemented

internal procedures that ensure higher efficiency in the management of requests to exercise ARCO rights.

Hyperlink to the specific criteria established by the Committee for better compliance with the General Law and any applicable provisions on the matter.

Hyperlink to the training and updating program for the public servants of the liable party, as established by the Committee.

State if you have a Transparency Unit (Yes / No)
If the reply is no, omit entering any information in the subsequent criteria of this variable.

Yes

State if the Transparency Unit is the area in charge of managing the requests for exercising the ARCO rights (Yes / No).

Yes

Hyperlink to the document containing the mechanisms established by the Transparency Unit to ensure that personal data are delivered only to their owner or duly verified representative.

Hyperlink to the document whereby the liable party informs the general public about the costs of copying and sending any requested personal data, in accordance with the applicable regulations.

Hyperlink to the document containing the instruments used to assess the quality of management of any requests for the exercise of ARCO

rights.

Hyperlink to the document listing any agreement(s) with specialized public institutions to assist in making more efficient the reception, processing, and reply process to any personal data requests in indigenous or Braille languages, or in any other appropriate and accessible form.

6.2 Personal data protection officer

Update and publication date:

9/30/2022

Criteria

Verification media

Performs intensive or relevant personal data processing (Yes / No)

No

Hyperlink to the document whereby the liable party appointed the personal data protection officer.

Not applicable

- [General Law on Personal Data Protection in Possession of Liable Parties](#)
- [Title Tenth on the General Guidelines for the Public Sector on Personal Data Protection.](#)
- [General Guidelines for the Public Sector on Personal Data Protection](#)