**Letter of agreement to confidentiality, non-disclosure, reserve and safeguarding of personal information and data**

Mexico, (month) \_\_\_\_\_\_ (day) \_\_\_\_\_\_(year).

(Head of the university entity or agency)

(Name of the university entity or agency)

Universidad Nacional Autonoma de Mexico

P r e s e n t

The undersigned C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) accepts the conditions of safekeeping, reserve, custody and protection of security and confidentiality of information, personal data and all types of documents owned by the Universidad Nacional Autonoma de Mexico (hereinafter UNAM), or of which it has knowledge, due to work, employment, commission, integration of the Technical Council or Internal Council or any collegiate body that meets to deliberate on internal processes and/or decides on institutional projects and initiatives as well as for decision making related to academic, research, extension and liaison activities within the University.

The present undertaking makes me responsible for the information provided to me by UNAM, whether in oral, written, printed, sound, visual, electronic, computer or holographic form, contained in any type of document, which may consist of: files, reports, studies, minutes, resolutions, offices, correspondence, agreements, directives, guidelines, circulars, contracts, agreements, instructions, notes, memorandums, statistics or any other record that documents the exercise of the powers, functions and competencies of the university area, its university employees and members, regardless of its source or date of elaboration.

The information provided to me may be considered, as the case may be, as reserved, privileged and confidential, under the terms of the applicable laws, so I undertake to protect, reserve, safeguard and not disclose it, using it only and exclusively to carry out and comply with the activities and obligations expressly conferred to me by the University.

It is my responsibility not to reproduce, make public or disclose to third parties the information covered by this Charter, and to comply with the security measures appropriate to the type of document I am working with.

My obligation of confidentiality does not apply in the following cases:

(a) When the information will be in the public domain at the time it is supplied to me or, once supplied, it enters the public domain.

b) When the legislation in force or a court order requires its disclosure.

c) When the information was legitimately developed or received from third parties, completely independent of their relationship with the University.

I agree to return any documentation, background information provided in any type of support and, where appropriate, copies obtained from them, which constitute information covered by the duty of confidentiality covered by this document in the event that the relationship or provision of the service with the University ceases for any reason. Such obligation shall remain in force for a period of 5 years after the termination of said relationship.

Accepted and agreed to by

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position or Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_