

Student Data Privacy Statement and Consent Form



University of St. La Salle Data Privacy Statement

University of St. La Salle (hereinafter referred to as “Institution”, “School”, “Us”, “Our”, and “We”) have a strong commitment to protect our students' personal information from any breaches or unauthorized use of personal information in compliance with the Data Privacy Act of 2012 or otherwise known as Republic Act (R.A.) 10173 as governed by the National Privacy Commission (NPC).

To ensure you can make informed decisions and feel confident in providing your personal information with us, we are providing you this Data Privacy Statement outlining our data collection, usage, retention, disclosure and disposal practices and your rights as “Data Subjects”, as defined by the Act.

The term “**Personal Information**” refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertain by the entity holding the information, or when put together with other information would directly and certainly identify an individual as defined by the Act. This may include Sensitive personal information that refers to personal information:

1. About an individuals' race, ethnic origin, marital status, age, color and religious, philosophical or political affiliations;
2. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
4. Specifically established by an executive or an act of Congress to be kept classified.

This notice applies to all students whose personal information are collected and processed by University of St. La Salle (USLS). This notice explains:

1. How do we collect your personal information?
2. How do we use information about you?
3. How do we transfer information about you?
4. How do we store and dispose information about you?
5. Your rights as data subject
6. Notifications in case of breach of information
7. Updates to our Privacy Policy
8. Where do I go for further information?

1. HOW DO WE COLLECT YOUR PERSONAL DATA?

As you intend to become a student of our Institution we may or will ask for your personal information (e.g. name, address, and contact information) for us to process. The manner of collection may be through or the combination of the ff.:

- Physical/Manual forms (E.g. Enrolment forms, Admission forms)
- Electronic forms (e.g. USLS Integrated System)
- Google Drive
- Electronic mail
- Postal Mail
- Telephone Calls

Below are the activities where we will or may collect your personal information:

- During application and student admission

Upon application for admission, the Admission and Registrar's Office will or may collect your personal information and documentary requirements such as but not limited to name, picture, contact details, family history, medical records, academic undertaking and performance, and educational background for admission consideration using the Institution's Application form.

There will be various occasions when we will acquire your personal information (e.g. name, grade/year level, section, signature, parents name, address, telephone number, student identification, etc.) or generate personal information (e.g., School ranking; performance in admissions exams, aptitude tests etc.).

- During Enrolment

Upon enrolment, we will or may collect personal information such as, but not limited to your family background, the classes you enrolled in, academic undertaking and performance, medical records, and other pertinent personal information related to our legitimate educational interest.

Your personal information may be or will be collected using the following means:

- Enrolment Form (USLS Integrated System)
 - Student Information Sheet (USLS Integrated System)
 - Conforme
 - Reservation Slip
- During your course of stay in the Institution
- During your stay, you may be required to provide your personal information for the following activities:

a. *Co-curricular and extracurricular activities.* Your personal information will or may be collected in relation to co-curricular and extracurricular activities such as, but not limited to field trips, immersion, outreach and vocation programs, membership in student organizations/clubs, school paper and varsity. Your personal information may be or will be collected using the following means:

- Varsity Tryout Registration form
- Student- Athlete Registration sheet
- Sports Qualifying Physical Examination Clearance form
- USLS Gymnastics Team form
- Other USLS forms/templates

b. *Disciplinary procedures.* We will collect your personal information to monitor your conduct, manage complaints, investigate incidents/violations and impose disciplinary sanctions using the following. forms:

- Notification on Student Behavior
- Other USLS forms/templates

c. *Guidance Activities.* The Student Counselor will or may collect your personal information to obtain and understand your psychological background and health, which will assist and guide the Counselor during counseling sessions. In addition, level testing will be conducted to all students while individual testing may be given to those needing further assessment. All data will be used to monitor your behavior and academic performance.

Your personal information may be or will be collected using the following means:

- Student Information and Update Sheet
- Evaluation Form
- Individual Profile
- Other USLS Forms/Templates (e.g., Call Slip, Referral slip, etc.)

d. *Safety and Security Operations.* In the conduct of security operations, we may obtain videos of you from our closed-circuit television (CCTV) cameras installed within the School's premises.

e. *Student Health Services.* Your personal data will or may be obtained to maintain records of your medical and dental history, results of your annual physical examination, clinic consultations and medical treatments using the following forms:

- Health record
- Dental record

- **Conforme**
 - **Health questionnaire**
- f. *On-the-job Training/ Internship Program.* Your personal information will or may be collected to monitor and assess on-the-job/ internship program, and for evaluation of application requirements and monitoring of cultural exchange program using various USLS forms/templates.
- g. *Library Services.* The Learning Resource Center – College Library/ Lower Grades Library/ Upper Grades Library will or may collect your personal information in relation to the use of library materials and facilities using forms.
- h. *Research.* Your personal information will or may be collected using various USLS forms/templates for the Research Paper.
- i. *Scholarship Application.* Your personal information will or may be collected for scholarship application purposes.
- j. *International Student Visa and Permit Application.* Your personal information will or may be collected for international student visa and permit application.
- k. *Other School Activities.* Your personal information will or may be collected during institutional activities and programs.

You have the option to choose which personal information you are comfortable to share with us. However, if you choose not to provide the personal information that we require, we may not be able to fully meet the legitimate education objectives provided by USLS to its students.

2. HOW DO WE USE INFORMATION ABOUT YOU?

- a. *Student Admission.* Your personal information, among others, your name, sex assigned at birth, data and place of birth, citizenship, information about the members of your family and other personal information, along with other documents you have provide will or may be used to verify your identity in the course of determining your eligibility to enrol in the Institution.
- b. *Academic and Non-Academic Services.* Your personal information will or may be used by Institution in the course of fulfilling its obligation to provide you quality education. Your personal information may also be processed in order to provide you with the Institution's related services (e.g. library, health, life insurance, participation to leagues and competitions, counselling and guidance), determine whether the student organization or association to which you belong may be recognized and given access to the Institution's services, etc. pursuant to the Institution's contractual or legal obligations, or to protect your interests. Users of your personal information will be limited only to the Institution's duly authorized employees as part of their duties and responsibilities and third-party service providers under Confidentiality and Non-Disclosure Agreement.
- c. *Exchange Students.* Your personal information, among others, your name, birth certificate, passport number, information about the members of your family and other personal information, along with other documents you have provide will or may be used in the course of determining your eligibility for an exchange student with the international affiliates of the Institution.
- d. *Clinic Services.* Your personal information will or may be used by the Institution to determine your physical fitness to enrol and be able to provide you with the proper care when you avail of the Institution's health services or in case of an emergency. For instance, submission of medical certificates in order for your absences to be excused, for you to go on leave of absence, etc.
- e. *Information Dissemination.* Your contact information and the contact information of the members of your family is processed by the Institution in order to be able to communicate effectively with you and to enable us to contact your family members or other people you have identified in the case of an emergency. The Institution, through the **Text blast Committee, or your teachers** may use your contact information in order to reach you via email and/or via short message services (SMS) for class related and other academic matters. The Institution may also inform you of the need to contact certain offices of the Institution or to submit certain requirements at certain date or otherwise disseminate information that you need to know by posting your name and other relevant personal information on campus bulletin boards in the Departments.
- f. *Transportation Arrangements.* Your personal information will or may be utilized by our authorized transportation service provider for pick-up and to transport you on the date, time, and location requested, and to appropriately charge transportation fees to your account.
- g. *Accounting Purposes.* The Institution processes financial information related to your studies, (e.g. tuition payments, fees and charges payments etc.). Pursuant to its contractual or legal obligations as part of the Institution's legitimate interests.

- h. *Financial Audit.* In preparing our financial reports, we will or may provide documents or files that may bear your personal information to our external auditors, who are engaged to check for the consistency, accuracy, and validity of our financial records.
- i. *Accreditation/Certification Purposes.* Your personal information will or may be used by the Registrar and/or by the Archivist in processing documents and USLS records certification.
- j. *Information Technology (IT) Services.* Your personal information will or may be collected and used to provide you with access to your official USLS email and information systems, and to provide various IT services in the computer laboratory services of the Institution and to give access to the system during election of Supreme Pupil Government and selection of club activities.
- k. *Compliance activities.* Your personal information may be used to comply with contractual, organizational and regulatory requirements (e.g. submission of requirements to educational institutions and government agencies).
- l. *Other activities.* We will use your personal information for monitoring purposes during Institutional programs/activities, records management, programs/activities, recognition of achievements/celebrations, family day, and other services that you may avail, and other activities as deemed necessary to serve our business purpose.

3. HOW DO WE TRANSFER DATA ABOUT YOU?

- a. Your personal information may be shared through email or by any other means available by any of our authorized employees across all campuses of the Institution and its affiliates including donors and benefactors in the Philippines and other international affiliates, if deemed necessary for our business purpose.
- b. We will or may disclose your personal information to law enforcement, regulatory, government agencies, professional bodies and other third parties, as required by and/or in accordance with applicable laws or regulations. This may include disclosures outside the country, if necessary. As part of our commitment to protect your personal information, we will review and use your personal information to determine whether disclosure is required or permitted.
- c. The Institution ensures that personal information shared through email or by any other means available are protected with our IT systems and manual controls in place to mitigate the risk of data breaches. We ensure you that all our employees across are well informed of the Data Privacy Act and their responsibilities, particularly in sharing your personal information.

4. HOW DO WE STORE AND DISPOSE INFORMATION ABOUT YOU?

- a. We may retain your personal information in various forms such as paper or electronic files. Only authorized employee and yourself are allowed to access your personal information for privacy and security purposes. All of your personal information collected and documented in various official USLS forms/templates will be filed by the designated custodians in a locked storage room for the security and protection of your personal information. On the other hand, personal information in electronic forms will be retained in our computer systems, which we have employed with information security controls.

- b. We will keep your personal information within **10 years** by the Registrar Office from the date of your graduation/ withdrawal with us or for as long as required by laws or regulations, and/or it is needed for a relevant purpose as described in this statement. However, your Transcript of Records, Awards and Certifications are permanent documents of the Institution and will be retained by the Institution with the Archive and Records Management Office. Furthermore, your name will be retained in our system through our **student database**.

After the retention period, the Institution is no longer responsible to keep and provide you with your personal information/documents. As authorized, our designated custodian will purge your personal information through shredding of paper files and/or deletion of electronic files in our computer system, or in any other manner, which would prevent further processing of your personal information.

5. YOUR RIGHTS AS DATA SUBJECT

The Institution acknowledges your rights as Data Subjects. Thus, as a student, you are entitled to the following:

- a. Information regarding your personal data on who are authorized to collect it and who will process and use your data. You have the right to be informed on how it will be collected and why it is being collected.
- b. Request a copy or access your personal information. The Institution will provide your request in a commonly portable format (e.g. printed copy of any soft copy files you have requested, photocopy of the document you are requesting) within **15 working days from date that the request was made/raised**.

However, the Institution is not generally required to undertake endless and disproportionate searches for information in order to respond to a request and the Institution may refuse your request if:

- The relevant personal information is not in the Institution's possession or control
- The request is identical or very similar to the one you have recently requested
- The request is obviously unfounded or frivolous
- Harm would arise or likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's personal and/or business interests

In case your request is declined, we will provide you a formal notification indicating the grounds of declining your request.

- c. Request for the correction/rectification or deletion of your personal information, provided that the personal information is/are not necessary to comply with a regulatory obligation and it is not necessary to establish, exercise or defend legal claims.

- d. Object/Restrict processing of your personal information, provided that, personal information requested for restriction is not necessary to comply with a regulatory obligation and it is not necessary to establish, exercise or defend legal claims. This right may be exercised upon discovery and substantial proof that personal information was obtained or processed unlawfully.
- e. File a complaint with the National Privacy Commission (NPC) if any of the DPA provisions regarding security of your personal information, including your rights as Data Subjects, are violated.

For further knowledge and reference about your rights as Data Subjects and how can you exercise them, you may visit NPC's official website at <https://privacy.gov.ph/>.

6. NOTIFICATION IN CASE OF BREACH

In the event your personal information is breached, we are prepared to follow any laws and regulations, which would require us to notify you of such breach including the quality of information affected.

7. UPDATES TO OUR PRIVACY POLICY STATEMENT

We may need to modify and amend this privacy policy from time to time to reflect our current privacy practices. We will inform you of material modifications to this policy in the future by posting changes on our official site and/ or through sending the changes via email.

8. WHERE DO I GO FOR FURTHER INFORMATION?

If you have a concern about how we use your personal information, you may contact our Data Protection Team headed by Mr. Kirk Adrian Koudroglou, Data Protection Officer at dpo@usls.edu.ph or at [REDACTED] ext. [REDACTED].