

Data Privacy Notice

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 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 sharing your personal information with us, we are providing you this Privacy Notice outlining our data collection, usage, retention, disclosure and disposal practices, as well as 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 ascertained 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**”, which 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.

COLLECTION

In order to be eligible for a scholarship, the University will have to collect the following personal information through the Scholarship Application Form: Name, Sex, Address, Birthdate, Contact details, Educational background, Family background, Financial information, among others. We will also require you to submit documentary requirements in order to verify the information provided in the Application Form.

We may also acquire or generate your personal information through the school’s Data Processing Systems, including but not limited to the USLS Academic Information Management System (AIMS). Some of the personal information we will be accessing include but are not limited to, account balances, grades and educational performance metrics, guidance and disciplinary activities, class schedules, medical information, etc.

PURPOSE OF COLLECTION

Your personal information, among others, your name, sex assigned at birth, data and place of birth, citizenship, information about the members of your family, financial information and other personal information, along with other documents you have provide will or may be used to determine your eligibility for a scholarship in the University.

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.

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.

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). In addition, it may also be used to comply with accreditation and certification requirements.

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.

Your personal information may also be accessed for research activities, as well as other Institutional programs and activities deemed necessary to serve its legitimate purpose.

DATA TRANSFER

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.

STORAGE, RETENTION AND DISPOSAL

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 Academic and Scholarship Administration 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.

RIGHTS AS DATA SUBJECT

- a. Right to be informed as to what data will be collected, purpose of collection, as well as the transfer, storage, retention and disposal of the personal information collected
- b. Right to access, request for correction and/or deletion of personal information
- c. Right to object to the processing of personal information
- d. Right to file a complaint with the National Privacy Commission
- e. Right to be notified in case your personal information is breached

If you want to exercise any of your rights, or if you have a concern about how we use your personal information, you may contact our Data Protection Team headed by Ms. Anna Luz Maturan, Data Protection Officer at dpo@usls.edu.ph or at (034) 434 6100 local 101.

Privacy Consent

I hereby agree to provide my personal information as defined by the Data Privacy Act of 2012 (R.A. 10173) to University of St. La Salle for it to be processed in relation to my Scholarship Application in accordance with the privacy notice above and their policies and procedures. This agreement shall be valid from the date of my personal information is collected until the period of my personal information disposal as stated above, or until such time that I submit a written revocation/cancellation of this agreement to the Institution, whichever comes first.

Printed Name & Signature of Student

Date

Printed Name & Signature of Parent/Legal Guardian Date