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## DATA PRIVACY NOTICE

*For Current, Past, and Prospective Students*

### Statement of Privacy Policy

**ASSUMPTION COLLEGE, INC. (AC)** is committed to protecting the privacy of its data subjects and ensuring the safety and security of personal data under its control and custody. This policy provides information on what personal data is gathered by AC about its current, past, and prospective students; how it uses and processes this; how it keeps this secure; and how it will dispose of it when it is no longer needed. This information is provided in compliance with the Philippine Republic Act No. 10173, also known as, the Data Privacy Act of 2012 (DPA) and its Implementing Rules and Regulations (DPA-IRR). It sets out AC's data protection practices designed to safeguard the personal information of individuals it deals with, and also to inform such individuals of their rights under the Act.

This Privacy Notice may be amended at any time without prior notice, and such amendments will be published on AC's official website.

### Privacy Notice

#### Information Collected

AC collects, stores, and processes personal data from its current, past and prospective students, starting with the information provided at application through to information collected throughout the whole course of her study at the school. This includes:

- Contact information, such as, name, addresses, telephone numbers, email addresses and other contact details
- Personal information, such as date and place of birth, nationality, immigration status, religion, civil status, student ID, government-issued IDs, web information, recommendations and assessment forms from previous schools, etc.
- Family background, including information on parents, guardians, other family, related AC alumnae, etc.
- Photographic and biometric data, such as, ID, class and other pictures, CCTV, graduation and other videos, fingerprints, handwriting and signature specimens
- Student's school works, portfolios and recordings including MAPs (My ABLe Profiles), SLCs (Student Led Conferences), etc.
- Personal data collected in virtual student dialogues and consultations, including meetings between HED students and their chair persons, professors, thesis advisors, etc.
- Personal data and education records needed at set-up and collected while using Google Workspace for Education Fundamentals and Google services, learning management systems and online learning tools
- Personal data required at set-up, and video, audio, chats/shared screens and non-verbal reactions of student participant(s) collected during video conferences and meetings, including online classes, which may be recorded.
- Video recordings, photos, and other data (e.g., discussion diagrams, transcriptions, etc.) gathered during face-to-face classes, extra-curricular activities, and school events.

- Health records, psychological evaluation results, disciplinary records, and physical fitness information
- Student Cumulative Guidance Folder, which includes interviews, entrance exam and other test results, guidance assessments, special needs, exclusions/behavioral information, etc.
- Permanent Student Academic Records, including transcripts and the academic history of the student in AC
- Student extra-curricular activities, community service activities, résumés, job interview forms
- Financial and billing information

### Use of Information

The collected personal information is utilized solely for the following purposes:

- Processing of admission application and student selection (and to confirm the identity of prospective students and their parents)
- Verifying authenticity of student records and documents
- Processing of scholarship applications and its on-going requirements
- Processing of enrollment and registration
- Supporting student learning, and validating students' program of study based on curriculum requirements, and other activities and experiences forming part of the student's formation and education
- Enabling distance learning and learning from home facilitated by Google Workspace for Education Fundamentals, Schoology, and other learning management systems, online learning tools, and consumer apps
- Facilitating synchronous learning and ABLe Connect classes via video conferences, using tools such as, Zoom or Google Meet, so that teachers and students can interact face-to-face even while they are in different locations. Recording of online classes shall be used to give students access to the lesson after the event, especially for those who could not log in at the scheduled time.
- Facilitating academic advising, student dialogues and consultations using video conferencing tools, which are recorded when needed
- Supporting the student's well-being, and providing medical services and guidance counselling
- Monitoring and reporting on student progress; processing of evaluations, exam results, and grades
- Monitoring and ensuring the safety of all students within the AC campus
- Identifying students of AC and providing them access to services
- Processing and generating statements of accounts
- Processing of application for graduation
- Fostering alumnae relations, maintaining contact, and providing career services to graduates, helping them find jobs, practicums, internships by holding job fairs and distributing the graduates' résumés to business partners
- Evaluation for board examinations
- Documentation of students' data
- Accreditation, training, professional development, performance evaluation and development plans of employees
- For research, e.g., evaluation studies by the research desk, action research by teachers, etc.
- Posting or displaying of academic and non-academic achievements within the AC's premises and/or its official website and social media accounts
- Marketing and promoting AC, its students, employees, and other academic and non-academic student and/or school activities and events offline or online, inside or outside campus
- Providing Library services, running an outreach program, and for family council purposes

- Disclosing proportional personal data to proper authorities, such as the Department of Health, in the interest of public or individual person's health and safety, especially during a health and safety emergency like the covid-19 pandemic

### Information Sharing

Personal data under the custody of AC shall be disclosed only to authorized recipients of such data. Otherwise, we will share your personal data with third parties, other than your parents and/or guardian on record for minors, only with your consent, or when required or permitted by our policies and applicable law, such as with:

- Regulatory authorities, courts, and government agencies, e.g., LGUs, Department of Education, Commission on Higher Education, etc.
- Accreditation and certification bodies, such as The Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), and The Philippine Council of NGO Certification (PCNC).
- Service Providers who perform services for us and help us support the learning and teaching environment, monitor and report on progress, manage the operations of our school, and assess how well AC is doing.
- Partnerships with other academic associations, such as the Consortium of Women's Colleges (CWC) for academic and non-academic projects and programs.
- Community partners, sponsors, benefactors and donors who support the various programs, such as, the scholarship and National Service Training programs.
- Business partners who provide internships and job opportunities to our graduates.

### Data Transfer

Where AC consider it necessary or appropriate, for the purposes of data storage, processing, or providing any service or product on our behalf to you, or implementing an academic linkage program, we may transfer your personal data to third parties inside or outside the Philippines, under conditions of confidentiality and similar levels of security safeguards.

### Security

We continuously implement organizational, administrative, technical, and physical security measures to safeguard your personal data.

Only authorized personnel have access to your personal data, the exchange of which is secured and facilitated through industry-standard online communication and collaboration tools, on-premise cloud and shared servers, email and paper files.

Should third parties require access to your personal data, we require some form of data sharing agreement with them, in compliance with the DPA and its IRR.

Your paper and digital files are securely stored: employing physical security to safeguard the paper files and technical security to safeguard the digital files.

### Retention of Information

We keep your paper and digital files only for as long as necessary.

- a) The Permanent Student Academic Records are kept by the Basic Education (BED) Records Office or the Higher Education (HED) Registrar's Office indefinitely, for historical and statistical purposes.
- b) The BED and HED Admissions files are kept for five years.

- c) Application forms and documents of unsuccessful applicants are kept by the divisional Admissions Office – five years for BED and two years for HED.
- d) Scholarship application forms and supporting documentation are kept by the HED Office of Student Affairs for four years, or until the scholar graduates.
- e) The Student Cumulative Guidance Folders are kept by the divisional Guidance Office for five years after graduation.
- f) Student school works are kept for five years, but, in a few cases, selected student works may be retained for 10 years as exemplars.
- g) Student disciplinary records are stored by the divisional Office of Student Affairs, for five years after graduation.
- h) The class records are kept for one year after graduation.
- i) Video recordings of live classes are kept for a maximum of three years. Teacher-only recordings may be converted to video tutorials to be kept for five years.
- j) Video recordings of virtual student consultations and dialogues are kept for one year.
- k) Non-academic records, e.g., service records for HED scholars, extra-curricular activities, emergency contact forms, community service activities, etc. are kept for five years.
- l) Graduates data, e.g., résumés, job interview forms, etc., are kept for five years after graduation.
- m) Financial and billing information are kept by the Finance Office mostly for 10 years.
- n) The Clinic retains health records for five years after graduation.
- o) CCTV cameras are the responsibility of Facilities; some cameras have memory for a month of CCTV videos, and older ones for less. The cameras run continuously on a rolling basis, where older videos are overwritten as the memory fills up.

When your personal data is no longer needed, we take reasonable steps to securely destroy such information or permanently de-identify it. Paper files are securely shredded; and electronic information is deleted and *Secure Erase* applied so that this is no longer recoverable nor reproducible.

### Your rights

You have the right to be informed, object to processing, access and rectify, suspend or withdraw your personal data, including, any such information held by third parties, with whom AC have a data sharing agreement; and be indemnified in case of damages pursuant to the provisions of the DPA and the DPA-IRR.

If you want to exercise any of your rights, or if you have any questions about how we process your personal data, please contact AC's Data Protection Officer at [dpo@assumption.edu.ph](mailto:dpo@assumption.edu.ph).

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the National Privacy Commission.