



## Data Privacy Notice for Children and Parents/Guardians

**Introduction:** At Assumption, we prioritize the privacy and protection of our students' personal data in compliance with the *Data Privacy Act of 2012* (RA 10173) and the National Privacy Commission's *Guidelines on Child-Oriented Transparency*. This notice is intended to inform children, their parents/guardians on how we collect, use, and protect personal data, and their rights regarding such data.

**Why We Collect Your Personal Data** We collect personal data to provide quality education and ensure the well-being of our students. Specifically, we use this information to:

- Deliver educational and administrative services.
- Monitor academic progress and student development.
- Communicate important announcements and updates.
- Maintain a safe and secure environment.
- Comply with legal and regulatory requirements.

**What Personal Data We Collect** The types of personal data we collect include, but are not limited to:

- **Student Information:** Full name, date of birth, gender, nationality, home address, contact details, and academic records.
- **Parent/Guardian Information:** Full name, relationship to the student, contact details, and address.
- **Sensitive Personal Data:** Health records, special needs (if applicable), and other information necessary to provide appropriate support to students.
- **Other Data:** Video recordings, photos, and other data (e.g. discussion diagrams, transcriptions, etc.) gathered during face-to-face and online classes, extra-curricular activities, and school events.

**How We Collect Your Data** We collect personal data directly from:

- Enrollment and registration forms.
- Health and emergency contact forms.
- Academic, extracurricular, and school events records and documentation.

**How We Use Your Data** The personal data we collect is used for:

- Academic monitoring and progress reporting.
- Providing guidance and counseling services.
- Organizing school activities, events, and trips.
- Emergency response and health management.
- Administrative functions, such as billing and enrollment.
- 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.

**How We Protect Your Data** We implement strict security measures to safeguard your personal data, including:

- Encryption and secure storage of electronic files.
- Controlled access to physical records.
- Regular audits of data processing activities.
- Training staff on data privacy principles and practices.

**Sharing of Data** We only share your personal data with authorized third parties when necessary, such as:

- Government agencies for regulatory compliance.
- Health professionals in emergencies.
- Service providers who are contractually obligated to protect your data.

**Your Rights** Under the *Data Privacy Act of 2012*, children, parents, and guardians have the following rights:

- **Right to Be Informed:** Understand how your data is collected, used, and shared.
- **Right to Access:** Request access to your personal data.
- **Right to Rectify:** Request corrections to inaccurate or incomplete data.
- **Right to Object:** Refuse certain types of data processing.
- **Right to Erasure:** Request deletion of personal data under certain conditions.
- **Right to Data Portability:** Obtain a copy of your data in an electronic format.

**Updates to This Notice** We may update this notice to reflect changes in our practices or legal requirements. Updates will be communicated through official channels, including our website and circulars.

**Acknowledgment and Consent** By enrolling your child at Assumption, you acknowledge that you have read and understood this privacy notice and give your consent to the collection and processing of personal data as described above.

Thank you for trusting us to protect your personal data and uphold the rights and welfare of our students.