



## **DATA PRIVACY CONSENT FORM**

### **(For Applicants, Students and Alumni)**

De La Salle Health Sciences Institute puts premium value to the privacy and security of personal data entrusted by its stakeholders (e.g. students, alumni, other affiliates and non-affiliates) for legitimate purposes.

We aim to comply with the Data Privacy Act of 2012 (DPA) and cooperate fully with the National Privacy Commission (NPC). We regard your privacy with utmost importance. DLSHSI is committed to meeting both your personal privacy, which is important to us, and ensuring that our genuine and legitimate interests as an educational institution and our ability to fully and effectively carry out our responsibilities as such are met.

In this Form, the terms, “personal data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA

#### **Processing of Personal Data**

##### **A. Collection of Information**

We collect your personal data that include those you provide us during your application for admission, information we acquire or generate upon enrolment and during the course of your stay with us.

##### **1. Information you provide us during your application for admission**

Upon application for admission, we collect information about personal circumstances and contact information such as – but not limited to – name, your email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.

##### **2. Information we acquire or generate upon enrolment and during the course of your stay with us**

Upon enrollment and during the course of your stay with us, we collect information on your academic or curricular undertakings, the classes you enroll

in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co- curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in.

## B. Access to Information

Your personal information is accessed and used by DLSHSI, specifically the Lasallian Access and Success Office (LASO), Office of Student Services (OSS), Alumni Services and Continuing Professional Education Office (ASCPEO), and the Office of the Registrar (OTR) personnel who have legitimate interest in it for the purpose of carrying out their mandated duties.

We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes.

Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

1. evaluating applications for admission to DLSHSI;
2. processing confirmation of incoming students and transfer students in preparation for enrollment;
3. recording, generating and maintaining student records of academic, co-curricular and extra- curricular progress;
4. establishing and maintaining student information systems;
5. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations;
6. processing scholarship applications, grants and other forms of assistance;
7. investigating incidents that relate to student behavior and implementing disciplinary measures;
8. maintaining directories and alumni records; compiling and generating reports for statistical and research purposes;
9. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety and security;
10. managing and controlling access to campus facilities and equipment;
11. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects and activities;
12. soliciting your participation in research and non-commercial surveys;

## C. Sharing of Information

Some examples of when we may share or disclose your personal information to others include:

1. posting of class lists and class schedules in school bulletin boards or other places within the campus;
2. sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others;
3. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission
4. sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;
5. distributing the list of graduates and awardees during commencement exercises;
6. reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education);
7. sharing information for accreditation and university ranking purposes (e.g. Philippine Accrediting Association of Schools, Colleges and Universities)
8. responding to inquiries verifying that you are a bona fide student or graduate of the school;
9. conducting research or surveys for purposes of institutional development;
10. sharing your directory information to the schools' alumni association;
11. intend to use your personal information for purposes other than our legitimate interests
12. publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications;
13. sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools you graduated from or was previously enrolled in, upon their request;
14. marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
15. publishing communications with journalistic content, such as news information in DLSHSI's publications, social media sites and news and media organizations

## **Data Protection**

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected.

The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing

We only permit your data to be accessed or processed by our authorized personnel who hold such information under strict confidentiality. We restrict access to information to just anyone who like to know/obtain such information without justifiable ground.

Any data security incident or breach that comes to the knowledge of DLSHSI will be recorded and reported as required by law. DLSHSI will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, DLSHSI will notify you of such incident in an appropriate manner.

### **Confidentiality**

After successfully completing your degree program at DLSHSI and you are already an alumnus, your personal information remains private/confidential.

Our employees shall operate and hold personal data under strict confidentiality. They are required to sign non-disclosure agreements and are have received training on the company's privacy and security policies to ensure confidentiality and security of personal data.

### **Right to Privacy**

As provided by the Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can get in touch with our Data Privacy Officer at contact details below or at National Privacy Commission at <https://privacy.gov.ph/>. DLSHSI will consider your request and reserves the right to deal with the matter in accordance with the law.

### **Contact Information**

If you have further questions or concerns regarding your privacy rights, this Consent Form or any matter regarding the Data Privacy Act of 2012, you may contact our Data Protection Officer through the following details:

**The Data Protection Officer**

**Tel. No.: +632 988 3100 or +6346 481 8000 local 6602**

**Email Address: [dpo@dlshsi.edu.ph](mailto:dpo@dlshsi.edu.ph)**

### **Consent**

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for

lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Complete Name of Student/Child/Ward: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

If below 18 years old,

Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_