

PRIVACY NOTICE AND CONSENT FORM
Student Data Privacy Statement and Consent Form



De La Salle Santiago Zobel School
Data Privacy Statement

De La Salle Santiago Zobel School (hereinafter referred to as “DLSZ”, the “School”, “Us”, “Our”, and “We”) have a strong commitment to protect our students’ personal information from any breaches or its unauthorized use in compliance with the Data Privacy Act of 2012 or otherwise known as Republic Act (R.A.) 10178 as governed by the National Privacy Commission (NPC).

To ensure that the DLSZ Parents and Guardians (hereinafter referred to as “You”, “Your”), can make informed decisions and feel confident in providing your child’s personal information with us, we are providing you this Data Privacy Statement outlining our data collection, usage, retention, disclosure and disposal practices and your child’s 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 as referred to below:

1. About an individual’s 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 DLSZ. This notice explains:

1. How do we collect your child’s personal information?
2. How do we use information about your child?
3. How do we transfer information about your child?
4. How do we store and dispose information about your child?
5. Your child’s rights as data subject
6. Notifications in case of breach of information
7. Compliance with data privacy clauses on contracts
8. Updates to our Privacy Policy
9. Where do you go for further information?

1. HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

As you intend to have your child admitted as a student to our School, we may or will ask for your child’s personal information (e.g., name, address, and contact information) for us to process. Below are the activities where we will or may collect your own/your child’s personal information:

- During application and student admission

Upon application for admission, the Office of the Registrar will or may collect your child’s personal information and documentary requirements such as but not limited to name, picture, contact details, family history, and educational background for enrolment reconsideration.

- Prior and during Enrolment

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

There will be various occasions when we will acquire other forms of data (e.g., pictures or videos of activities he/she participates in, recordings from closed-circuit television cameras installed in the DLSZ premises for security purposes, etc.) or generate statistical information (e.g., School ranking; performance in admissions exams, aptitude tests, etc.).

- During the course of stay in the School

During your child's stay at DLSZ, he/she may be required to provide personal information which includes, but not limited to, the following activities:

- Co-curricular and extracurricular activities. Your child's personal information may be collected in relation to co-curricular and extracurricular matters such as field trips, outreach and vocation programs, membership in student organizations/clubs, school paper, varsity and cultural group, and participation in competitions, programs, rehearsals and seminars.
- Discipline procedures. We will collect your child's personal information to monitor his/her conduct, manage complaints, investigate incidents/violations and impose disciplinary sanctions.
- Scholarship Programs. The Advancement and Communications Office (AdComm) where the Student Scholarship applications are processed will collect your child's information for the scholarship programs that he/she intends to avail, as well as information to monitor his/her attendance and performance.
- Guidance Services. The School Counseling Office (SCO) will collect your child's personal information for obtaining background on psychological health through counseling. This will serve as the Counselor's guide during the session. Also, this will be used to monitor your child's behavior and academic performance.
- Safety and Security Operations. In the conduct of security operations, we may obtain videos or recordings of your child from closed-circuit television (CCTV) cameras installed within the School's premises. - Student Health Services (Clinic). Your child's personal information will be obtained for maintenance of medical and dental records, annual physical examination and clinic consultation and medical treatment.
- On-the-job Training/ Internship and Exchange Program. Your child's personal information may be collected for monitoring and assessment of on-the-job/ internship program, and for evaluation of application requirements and monitoring of cultural or educational exchange programs.
- Library Services. The Learning Resource Center (LRC) may collect your child's personal information in relation to the use of library materials, equipment, and facilities.
- Instructional and Performance Assessment Office Services. The Instructional and Performance Assessment (IPA) Office may obtain your child's personal information through psychoeducational assessment, surveys, and evaluations in relation to admissions, referrals, performance standards, monitoring of student progress, career guidance support, research, school improvement and program decisions

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 the School to its students.

2. HOW DO WE USE INFORMATION ABOUT YOUR CHILD?

- A. Student Admission. Your child's personal information, among others, his/her name, and sex assigned at birth, data and place of birth, citizenship, information about your family and other personal information, along with other documents you provide will be used to verify your child's identity in the course of determining his/her eligibility to enrol in DLSZ.
- B. Academic and Non-Academic Services. Your child's personal information will be used by DLSZ in the course of fulfilling its obligation to provide him/her quality education. Your child's personal information may also be processed in order to provide him/her with services (e.g. library services, dormitory, health service, counselling and guidance, transportation, etc), determine whether the student organization or association to which he/she belongs may be recognized and given access to School services, etc. pursuant to the School's contractual or legal obligations, or to protect your child's vitally important interests. Users of your child's personal information will be limited only to the School's duly authorized personnel, as part of their duties and responsibilities.
- C. Clinic Services. Your child's personal information will be used by the School to determine his/her physical fitness to enrol and be able to provide you with the proper care when he/she avails of the School's health services or in case

of an emergency. For instance, submission of medical certificates in order for your child's absences to be excused, or when he/she needs to go on leave of absence, etc.

- D. Information Dissemination. Contact information is processed by DLSZ in order to be able to communicate effectively with you and to enable us to contact your family members or other people you identify in case of an emergency. DLSZ, through the AdComm, or his/her respective administrators and teachers may use the information generated by the applicable registration system in order to contact you via email and/or SMS for class-related and other academic matters. The School may also inform you of the need to contact certain DLSZ offices or for your child to submit certain requirements by a certain date or otherwise disseminate information that you need to know by posting your child's name and other relevant personal information on campus bulletin boards thru the Safety and Security Office and other Departments.
- E. Transportation Arrangements. Your child's personal information will be utilized by our authorized transportation service provider to pick-up and transport him/her on the date, time, and location requested, and to appropriately charge transportation fees to your account.
- F. Accounting Purposes. The School processes financial information related to your child's studies, e.g. tuition payments, scholarships, etc. pursuant to its contractual or legal obligations as part of the School's legitimate interests and that of taxpayers.
- G. Financial Audit. In preparing our financial reports, we will or may provide documents or files that may bear your child's personal information to our external auditors, who are engaged to check for the consistency, accuracy, and validity of our financial records.
- H. Information Technology (IT) Services. Your child's personal information is collected and used to provide you and your child with access to email and information systems, develop or employ system changes, and to provide various IT services such as troubleshooting of system errors and processing of IT requests.
- I. Accreditation/Certification Activities. Your child's personal information may be collected to process accreditation or certification of the School's programs or services.
- J. Compliance activities. Your child's personal information may be used to comply with contractual, organizational and regulatory requirements (e.g., submission of requirements to educational institutions and government agencies).
- K. Other activities. We will use your child's personal information for monitoring purposes, records management, School programs/activities, recognition of achievements/celebrations, other services that your child may avail, and other activities as deemed necessary to serve our business purpose.

3. HOW DO WE TRANSFER DATA ABOUT YOUR CHILD?

- A. Your information may be shared through email or by any other means available by any of our authorized personnel across all campuses of De La Salle Santiago Zobel School and its affiliates in the Philippines, if deemed necessary for our business purpose, as listed below:
 - De La Salle Philippines, Inc.
 - De La Salle Santiago Zobel School – Vermosa Campus
- B. We may disclose your information to law enforcement, regulatory and other government agencies and to 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 information to determine whether disclosure is required or permitted.
- C. The School ensures that personal information shared through email or by any other means available are protected with our IT or manual systems and 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 YOUR CHILD?

- A. We may retain your child's personal information in various forms such as paper file or electronic file. Only authorized personnel and yourself are allowed to access your child's personal information for privacy and security purposes. All of your child's personal information collected and documented in various official DLSZ Forms/Templates will be filed by the designated custodians in a locked storage room for the security and protection of your child's 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. Unless otherwise provided by law or by appropriate School policies, we will retain your child's relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or a School policy, all affected records will be securely disposed of after such period.

After the retention period, the School is no longer responsible to keep and provide you with your child's personal information/ documents. As authorized, our designated custodian will purge your child's 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 child's personal information.

5. YOUR RIGHTS AS DATA SUBJECT

The School acknowledges your child's rights as data subjects. Thus, you and even your child himself/herself, are entitled to perform any of the following:

A. Request a copy of your child's information or access to his/her information. The School 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) for a span of two (2) months from date that the prescribed processing fee is paid.

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

- The relevant personal information is not in the School'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, and
- Harm would arise or likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

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

B. Request for the correction/rectification or deletion of your child's information, provided that the information is/are not necessary for compliance with a regulatory obligation and it is not necessary to establish, exercise or defend legal claims.

C. Object/Restrict processing of your child's information, provided that personal information requested for restriction is not necessary for compliance 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. .

D. File a complaint with the National Privacy Commission (NPC) if any of the DPA provisions regarding security of your child's personal information, including your child's rights as data subjects, are violated.

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

6. NOTIFICATION IN CASE OF BREACH

In the event your child's 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. COMPLIANCE WITH DATA PRIVACY CLAUSES ON CONTRACTS

As our business partner, you are expected to comply with security related and privacy clauses that need to be executed as part of our standard terms of business and/or contract(s).

8. UPDATES TO OUR PRIVACY POLICY STATEMENT

We may amend this Privacy Policy from time to time and the updated version shall apply and supersede any and all previous versions. We will inform you through email to keep you up to-date of the changes in our privacy policy.

9. WHERE DO I GO FOR FURTHER INFORMATION?

If you have questions about how we use your information, you may contact our Data Protection Team headed by Ms. Emma C. Cristobal, Data Protection Officer at DataPrivacy@dlszobel.edu.ph or at 771-3579 local 107.



CONSENT FORM

In accordance with the Privacy Statement and the policies and procedures contained therein, I hereby agree to provide De La Salle Santiago Zobel School my personal/family information as defined by the Data Privacy Act of 2012 (R.A. 10178) for it to be processed in relation to my child/children's admission/enrollment in DLSZ. This agreement shall be valid from the date my personal/family information is collected until its disposal as stated, or until such time that I submit a written revocation/cancellation of this agreement to the School, or whichever comes first.

I acknowledge that I have fully read and understood the contents of the DLSZ Data Privacy Statement and hereby give my consent to the foregoing.

Parent's Signature over Printed Name

Date

Name of child/children: _____

