



DATA PRIVACY CONSENT FORM

St. Edward School (SES) respects your right to privacy and confidentiality. Our Privacy Policy values and protects your personal information under the Philippine Republic Act No. 10173 otherwise known as the Data Privacy Act (DPA) of 2012. This document tells you about our policy regarding the data that we collect, use, disclose, transfer, generate, store, and dispose, including your personal information. To ensure the implementation of DPA and in cooperation with the National Privacy Commission (NPC), any process performed upon your personal information by this educational institution shall be in full compliance with the data privacy laws and regulation and to prevent legal, financial and other operational risks.

The term “personal data” or “personal information” includes the concepts of *personal information*, *sensitive personal information*, and *privileged information*. **Personal Information** is any information which can be linked to your identity, thus making you readily identifiable like your name, age, address, birthdate, contact number. **Sensitive personal information** are those (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 such as grades, year level, section and course, 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 cm-rent health records, licenses or its denials, suspension or revocation, and tax returns; and (4) Specifically established by an executive order or an act of Congress to be kept classified. **Privileged information** refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

Personal Data are collected mainly directly from you; from the ones you have indicated on your application form, the documents/records you submitted upon admission, other additional information are collected or generated after enrolment and during the course of your stay in St. Edward School (SES). Indirectly collected data are the ones sent to or received by use even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us. Furthermore, if you supply us with personal data of other individuals like person to contact in the event of an emergency, we will request you to certify that you have obtained the consent such individuals before providing us with their personal data.

Your personal data will be used but not limited to recording, generating, evaluating, maintaining, storing and recognizing academic, co-curricular, and extra-curricular performance to the extent permitted or required by law. Moreover, your personal data will be used to pursue St. Edward School’s legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, statistical, marketing and advertising purposes.

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the school’s different units or offices. Access to your personal data is limited to school personnel who have legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that our use of your personal data will not be excessive.

Unless otherwise provided by law or by an appropriate school policy, we will retain your 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.

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should 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 (DPO) through the following details:

Data Protection Officer: Dr. John T. Cabalo

Imus Campus – Preschool to Junior High School, Lancaster New City, Brgy. Alapan 2B, Imus City

Faith Campus – Senior High School, Lancaster New City, Brgy. Navarro, Gen. Trias City

Tel. Nos.

Website:

Email Address: jtcabalo@ses.edu.ph or ses_dpo@ses.edu.ph



IMPORTANT

**BLANK AREA MUST BE COMPLETELY SUPPLIED WITH NECESSARY INFORMATION
(SCHOOL COPY)**

By signing the form below, you are explicitly and unambiguously consent to the collection, processing and storage of both your personal information and sensitive personal information by St. Edward School for the purpose(s) described in this Privacy Consent Form and in compliance with the Data Privacy Act (DPA) of 2012, and its Implementing Rules and Regulations (IRR). Please ensure that you have completely read and comprehend the terms above before affixing your signature below.

Complete Name of Student : _____

Signature of Student : _____

Date : _____

If below 18 years old,

Signature of Parent or Guardian : _____

Printed Name of Parent or Guardian : _____

IMPORTANT

**BLANK AREA MUST BE COMPLETELY SUPPLIED WITH NECESSARY INFORMATION
(STUDENT COPY)**

By signing the form below, you are explicitly and unambiguously consent to the collection, processing and storage of both your personal information and sensitive personal information by St. Edward School for the purpose(s) described in this Privacy Consent Form and in compliance with the Data Privacy Act (DPA) of 2012, and its Implementing Rules and Regulations (IRR). Please ensure that you have completely read and comprehend the terms above before affixing your signature below.

Complete Name of Student : _____

Signature of Student : _____

Date : _____

If below 18 years old,

Signature of Parent or Guardian : _____

Printed Name of Parent or Guardian : _____