



## Consent Form

Under 18 years old:

I, \_\_\_\_\_ acting as the legal guardian of \_\_\_\_\_ who is currently applying for entrance/admission/enrollment into De La Salle University Manila am giving consent for DLSU to collect and process our personal data in relation to the purpose of entrance/admission/enrollment to the university.

18 years old or above:

I, \_\_\_\_\_ of legal age and is currently applying for entrance/admission/enrollment into De La Salle University Manila am giving consent for DLSU to collect and process my personal data in relation to the purpose of entrance/admission/enrollment to the university.

Specifically, consent is being given for the following activities and purpose:

Collection:

Applicant/Student - Personal Data which includes name, nick name, address (permanent and current), date of birth, country of birth, country of citizenship, gender, contact information (e.g. telephone number, mobile number and email address), last high school attended, senior high school track, application fee information, proof of citizenship, religious philosophical political affiliations, previous academic standing (Form 137), personal declaration/s pertaining to physical/behavioral/disciplinary conditions and degree program/s applying for. Upon successful admission and enrollment, the university collects personal data with regards to academic performance and activities.

Legal Guardian - Personal Data which includes name, address, contact information (e.g. telephone number, mobile number and email address). Government Issued IDs that are classified as sensitive personal information.

Scholar Applicant/Student - Personal Data same as that of an Applicant/Student.

Legal Guardian of Scholar Applicant/Student - Personal Data same as that of the Legal Guardian, proof of financial standing that includes utilities billing statements, bank or credit card statements, and similar proofs of financial standing. Although financial data is considered confidential and not under the data privacy act, such documents often contain personal data in the form of personal information that can be used to identify or cause harm to the data subject.

Processing or Use:

The personal data collected about the applicant/student is used and processed in the following manner:

- Verification process for taking the admissions examination
- Protection of the health and vital interest of the applicant/student thru medical or health evaluation
- Preparation processes for ceremonial activities such as orientation events of the various programs and colleges
- Determining the admissions and enrollment status of the applicant
- Setting up or processing needed in academic systems such as Learning Management Systems
- Internal process improvement activities that may include the use of data analytics to process the personal data
- Use in religious practices as supported and sanctioned by the university
- Use in emergency situations to protect the vital and medical interest of the applicant/student

The personal data collected about the scholar applicant/student is used and process in the following manner:

- All process of an applicant/student.
- Search for volunteers by various colleges and departments

The personal data collected about the Legal Guardian is used and processed in the following manner:

- Use in emergency situations to protect the vital and medical interest of the applicant/student



The personal data collected about the Legal Guardian of Scholar Applicant/Student is used and processed in the following manner:

- All process of a Legal Guardian.
- Used in conjunction with financial related documents to determine the qualification to the scholarship program.

Storage:

The personal data of the both the applicant/student and the legal guardian are stored in the following manner:

- The physical document collected are stored under lock and key in secure storage locations such as steel cabinets and can only be opened by authorized personnel. Archival data are stored externally in secure storage warehouses.
- The electronic version of the personal data whether digitized or transcribed are stored in university information systems that are housed within the university premise mostly with some information stored externally in service providers for efficiency as well as for business continuity purposes. Only authorized personnel are given the rights to access the data thru various access control mechanisms.

Disclosure:

The personal data of both the applicant/student are shared with the following units within the university for the previously stated purposes

- Colleges and Departments relevant to the degree program of the applicant/student
- ITEO for exam and evaluation purposes as well as for conducting internal improvement surveys and research
- University Clinic for medical or health related requirements
- OCCS for counseling and career related activities
- University Library for monitoring of library usage
- University Security and Discipline office for maintaining security to the university
- Aggregated data may be generated from your personal data for study and reporting purposes
- Parents or Legal Guardian of the applicant/student for information purposes
- Personal Data SHALL NOT be shared with parties not currently stated without prior additional consent from the data subject

The personal data of the legal guardian are shared with the following units within the university for the previously stated purposes

- Colleges and Departments relevant to the program or degree of the applicant/student
- ITEO for exam and evaluation purposes as well as for conducting internal improvement surveys and research
- University Security and Discipline office for maintaining security to the university
- Aggregated data may be generated from your personal data for study and reporting purposes
- Applicant/Student for information purposes
- Personal Data SHALL NOT be shared with parties not currently stated without prior additional consent from the data subject

Disposal:

All applicant data are transferred to the Office of the University Registrar upon acceptance and enrollment. Such data is stored by the university in perpetuity as needed by general practices of registrars of universities. Although there is a clause on not allowing perpetual storage of personal data under RA10173 for undeclared and unforeseen purposes, the university is applying the National Privacy Commission Advisory Opinion 2017-24 as a basis for the storage of the personal data in perpetuity which includes the Diploma and the Transcript of Records of the student.

All applicants that were not accepted or did not enroll during admissions, the personal data collected of the applicant as well as their legal guardian shall be kept for a period of 1 year from application period so as to allow applicants to enroll at a later time if they decided to do so. Upon the lapse of the 1 year period, paper documents shall be shredded for secure disposal. Electronic records shall be deleted securely as well. All personal data collected of the legal guardian of enrolled students shall be retained for course of the duration of the university life of the student. Once the student graduates, such personal data shall be disposed of in a secure manner.



Basic Rights of the Data Subject:

[Source: RA 10173 <https://privacy.gov.ph/data-privacy-act/>]

As the Data Subject, you are afforded the following rights as written in RA 10173 otherwise known as the Data Privacy Act of 2012.

1. The right to be informed whether personal information pertaining to him or her shall be, are being or have been processed.
2. The right to be furnished with the information before the entry of his or her personal information into the processing system of the personal information controller.
3. The right to reasonable access to the data subjects information upon demand.
4. The right to dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable.
5. The right to suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller, filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected.
6. The right to be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.
7. The right to data portability thru the ability to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject.
8. The right to lodge a complaint before the National Privacy Commission.