

Privacy Notice:

De La Salle University, through the **Department of Chemical Engineering** (herein referred to as “**DLSU**”), will collect and process your personal data (“**Data**”) in relation to your participation in the **29th Regional Symposium on Chemical Engineering: RSCE 2025** (“**Event**”). Details of processing your Data are outlined in this Privacy Notice.

I. COLLECTION, PURPOSE, AND RETENTION PERIOD:

Your name, email address, affiliation, mobile number, fax number, country of residence, dietary restriction, and signature will be collected during the online and onsite registration process. The information will be used for purposes strictly related to your participation in the Event and will be retained for a period 5 years after the Event.

Photos and videos of the activities will also be taken for the following purposes: documenting the event; accreditation; and announcing post-event activities via public channels such as official DLSU newsletters, website, and official Facebook pages; and accreditation.

As the event is accredited by the Philippine Regulatory Commission (PRC), your PRC number (if any), name, and other information that may be required to process CPD points will be provided to the PRC.

All purposes declared herein are in line with the following: delivering our role as an organizer of this event that you will attend, for the legitimate purposes of DLSU, and to comply with the requirements of the PRC. As such there is no need for us to secure your consent. We will, however, get your acknowledgement that you have this Notice.

II. ACCESS and STORAGE

When applicable for the purposes stated in this Privacy Notice or when allowed by law, Data proportionate to a lawful purpose will be disclosed to: other offices within DLSU; vendors we onboarded (if any) in relation to the purposes stated in herein; other 3rd parties such as the government, private entities, or individuals in compliance with our legal obligations or when otherwise authorized in the Data Privacy Act or other laws. Data will be stored in DLSU premises and may also be stored in secure cloud servers located within and outside the Philippines.

III. DATA SHARING

We will NOT share any of your personally identifiable data (i.e. name, email, contact number) to the institutions and universities that make up the Southeast Asian Chemical Engineering consortium. Only statistical data will be provided to the members.

IV. RISKS

Any activity that involves the processing of personal data has risks. Recognizing this, we have taken steps to minimize risks by ensuring that reasonable and appropriate organizational, physical, and technical security measures are in place.

We generally do not foresee privacy risks in participating in or attending the Event. However, some participants/attendees may be vulnerable to harassment or stalking if the event is made live streamed (which we are NOT doing) or posted online. This may be heightened if the Event’s topic is a special interest topic; if the theme is something that others might find sensitive (such as religion, politics, sexuality, philosophical beliefs); or one that may evoke feelings of animosity, bias, etc. in others.

V. YOUR PRIVACY RIGHTS AND RESPONSIBILITIES

Your rights under the Data Privacy Act include the right to information, access, object, correction, erasure/blocking, complain, be indemnified, be provided with a copy of your Data, and complain to the DLSU DPO or the National Privacy Commission if the processing of your Data violates the Data Privacy Act.

You are responsible for providing us with accurate Data, notifying us of incorrect/incomplete Data, and getting the consent of other individuals when providing us with their Data. You must also notify them about the contents of this Privacy Notice.

VI. INQUIRIES

For inquiries about the Event, send an email to rsce@dlsu.edu.ph. For privacy-related concerns, or if you wish to exercise your privacy rights, please send an email to our Data Privacy Officer at privacy.officer@dlsu.edu.ph.