

Consent

I, _____, of legal age, and is currently enrolling as a student in De La Salle University Manila (DLSU) is giving consent to DLSU to collect and process my personal data in relation to my enrollment and academic activities during my stay in the university.

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

Collection:

Upon enrollment - 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.

During your stay as a student – the university regularly collects personal data such as academic performance and activities, annual physical checkups or medical and health related tests, performance evaluations, potential administrative or legal cases, philosophical affiliations such as memberships to fraternities and related information, photos and videos directly taken such as in cases of official activities or indirectly taken such as the case of group or scene photos and videos or videos taken as a result of the use of closed-circuit cameras.

Upon Graduation – the university collects and generates information such as but not limited to diploma and transcript of records that provide details about educational performance and attainment that is to be kept by the university for record purposes.

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
- Information dissemination by the university with respect admissions and its programs
- 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 enrollment status of the applicant
- Processing of grants or documents needed in partnerships that the university will undertake
- 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

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 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
- Libraries for accessing information resources and for monitoring of library usage
- University Security and Discipline office for maintaining security to the university
- Accrediting agencies or organizations that the university seeks to be accredited to or participate in.
- Other universities, organizations, government agencies, that the university seeks to partner, collaborate or apply for grants to.
- Public information dissemination in cases where the student is being recognized by the university or other organizations as well as in cases where personal data of the student is directly a participant of and is needed for publication of academic and research works.
- 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

- Upon graduation, collected and processed data shall be shared with the Advancement and Alumni Relations Office for management of alumni activities.
- Personal Data SHALL NOT be shared with parties not currently stated without prior additional consent from the data subject

Disposal:

All student 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 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.