



## **Record & Integrated Zone for Attendance & Logging (R.I.Z.A.L.)**

**Terms of Service and Privacy Policy**

## **1. Introduction**

Welcome to the Record & Integrated Zone for Attendance & Logging (R.I.Z.A.L.), an official digital platform designed to support attendance monitoring, identity verification, and academic activity logging for students of Jose Rizal Memorial State University (JRMSU).

By accessing, registering, or using the R.I.Z.A.L. system, you acknowledge that you have read, understood, and agreed to be bound by these Terms of Service and Privacy Policy.

If you do not agree with any part of this document, you must discontinue the use of the application.

## **2. Legal Framework**

This policy is implemented in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173), its Implementing Rules and Regulations, and issuances of the National Privacy Commission of the Philippines.

JRMSU and its authorized system administrators commit to ensuring that personal data are collected, processed, stored, and disposed of in a lawful, fair, and transparent manner.

## **3. Scope of the System**

R.I.Z.A.L. is developed to provide a centralized and efficient mechanism for attendance recording, verification of presence, campus activity logging, and generation of institutional reports.

The system may be used in classrooms, laboratories, university events, and other authorized academic or administrative activities.

## **4. Information We Collect**

To ensure accurate identification and prevent fraud, the system may collect and process various categories of personal and sensitive personal information, including but not limited to:

- 1 Full name, student number, course, year level, and institutional email.
- 2 Photographs or camera captures for identity validation.
- 3 Biometric identifiers such as fingerprint or similar authentication data, when enabled by the university.
- 4 Device information including device model, operating system, and unique identifiers.
- 5 Location data to verify presence within authorized premises.
- 6 Logs of time-in, time-out, and related attendance activities.

Some of the information collected may be considered sensitive personal data under applicable laws.

## **5. Purpose of Processing**

Data are processed strictly for legitimate academic and administrative purposes, which include identity verification, attendance validation, security, generation of official records, and improvement of university services.

Information will not be used for unrelated commercial purposes.

## **6. Consent**

By creating an account, logging in, or continuing to use the application, you provide your informed consent for the collection and processing of your data for the purposes stated herein.

Such consent is evidenced through your active use of the system and is deemed necessary for participation in university-monitored activities.

## **7. Data Sharing**

Personal data may be shared with authorized university personnel, faculty members, and administrative offices strictly on a need-to-know basis.

Data may also be disclosed when required by law, lawful order, or governmental regulation.

## **8. Data Retention**

Information shall be retained only for as long as necessary to fulfill academic, legal, and administrative requirements. After such period, data shall be securely deleted or anonymized in accordance with university policy.

## **9. Security Measures**

The university implements reasonable organizational, physical, and technical safeguards designed to protect personal data against accidental or unlawful destruction, alteration, unauthorized disclosure, or access.

Despite these measures, no digital system can guarantee absolute security.

## **10. User Responsibilities**

Students are responsible for maintaining the confidentiality of their credentials and for ensuring that information submitted through their accounts is accurate.

Any misuse, fraudulent activity, or attempt to circumvent identity verification mechanisms may result in disciplinary action.

## **11. Rights of Data Subjects**

In accordance with the Data Privacy Act, users have the right to be informed, to access their data, to object, to request correction, and to lodge complaints with the appropriate authorities, subject to institutional procedures.

## **12. Use of Camera, Location, and Biometrics**

Certain features of the application may require access to your device camera, geolocation services, or biometric authentication. These are utilized solely to strengthen verification, prevent attendance manipulation, and enhance system integrity.

Disabling these permissions may limit or prevent the use of some functionalities.

## **13. Amendments**

JRMSU reserves the right to modify these Terms and this Privacy Policy at any time to reflect regulatory, technical, or operational changes. Continued use of the system constitutes acceptance of such updates.

## **14. Contact Information**

For concerns related to privacy, data correction, or complaints, students may contact the designated university office responsible for data protection and information management.

## **15. Acceptance**

BY USING THE R.I.Z.A.L. APPLICATION, YOU CONFIRM THAT YOU HAVE READ AND AGREED TO THESE TERMS OF SERVICE AND PRIVACY POLICY.