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**Young Achievers` School of Caloocan, Inc.**

**Data Privacy Office**

**STUDENT APPLICANTS, STUDENTS, & ALUMNI**

**DATA PRIVACY NOTICE**

We, at YASC are committed to provide you with the services pursuant to the university’s mission-vision that exude a culture of excellence while implementing safeguards to protect your privacy and keep your personal data safe and secure. That its partners/employees operate and hold personal data under strict confidentiality.

**RIGHTS OF 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 subject 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controller’s filing system upon discovery and substantial proof that the personal information is incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected.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 The right to be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.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.

**PROCESSING OF PERSONAL DATA**

**YASC** aim to comply with the Data Privacy Act (DPA) of 2012 and cooperate fully with the National Privacy Commission (NPC). We regard your privacy with utmost importance. We are committed to meet both your personal privacy, which is important to us, and ensuring that our genuine and legitimate interests as an educational institution and our ability to fully and effectively carry out our responsibilities as such are met.

We are presenting to you this PRIVACY NOTICE to describe how we use, disclose and process your information. In this Notice, the terms, “personal data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA.

If you are the parent or legal guardian of a student applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child or ward, as the case may be.

**DATA WE COLLECT**

We collect your personal data that include those you provide us during your application for admission, information we acquire or generate upon enrolment and during the course of your stay with us.

1. ***Information you provide us during your application for admission***. Upon application for admission, we collect information about your personal circumstances and contact information such as – but not limited to – name, your email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
2. ***Information we acquire or generate upon enrolment and during the course of your stay with us***. Upon enrollment and during the course of your stay with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We shall also collect information for and in relation to co- curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We shall also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in.

**OUR PURPOSE OF COLLECTING**

We use your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes.

Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

1. Evaluating applications for admission to YASC
2. Processing confirmation of incoming students and transfer students in preparation for enrollment
3. Recording, generating, and maintaining student records of academic, co-curricular and extra- curricular progress
4. Establishing and maintaining student information systems
5. Sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations
6. Processing scholarship applications, grants, and other forms of assistance
7. Investigating incidents that relate to student behavior and implementing disciplinary measures
8. Maintaining directories and alumni records; compiling and generating reports for statistical and research purposes
9. Providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security
10. Managing and controlling access to campus facilities and equipment
11. Communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects, and activities
12. Soliciting your participation in research and non-commercial surveys

**WHAT WE DO WITH THE COLLECTED PERSONAL DATA**

The collected personal data is stored in our Servers, physical or electronic file storage, on-premise or cloud. Only authorized partner/personnel and university administrators will have access to it. We shall retain your personal information over a period allowed by law or as may be applicable for historical and statistical purposes. Where a retention period is provided, all records after such period, disposal of personal data is done in a secure manner.

To the extent permitted or required by law, **we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an educational institution**. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Posting of class lists and class schedules in school bulletin boards or other places within the campus
2. **Sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others**
3. Providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission
4. Sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance
5. Distributing the list of graduates and awardees during commencement exercises
6. Reporting and/or disclosing information to the government bodies or agencies (e.g., Commission on Higher Education, Department of Education or NPC)
7. Sharing information for accreditation and university ranking purposes (e.g. Philippine Accrediting Association of Schools, Colleges and Universities and similar institutions)
8. Responding to inquiries verifying that you are a bona fide student or graduate of the school
9. Conducting research or surveys for purposes of institutional development
10. Sharing your directory information to the school’s Alumni Association
11. Intend to use your personal information for purposes other than our legitimate interests
12. Publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications
13. Sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools you graduated from or were previously enrolled in, upon their request
14. Marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media
15. Publishing communications with journalistic content, such as news information in YASC’s publications, social media sites and news and media organizations

**DATA PROTECTION**

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data we collected.

The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as any other unlawful processing.

**CONFIDENTIALITY**

Our partners shall operate and hold personal data under strict confidentiality. They are required to sign non-disclosure agreements and are have received training on the university’s privacy and security policies to ensure confidentiality and security of personal data.

If you have further questions or concerns, you may contact our Data Protection Officer through this email address: [info@yasc.edu.ph](mailto:info@yasc.edu.ph)