**RPT-SAES**

**PRIVACY POLICY**

San Agustin Elementary School values your privacy and is committed to protecting the personal information of students, parents, teachers, and staff. This Privacy Policy explains how the **Remedial Performance Tracker (RPT-SAES)** System collects, uses, stores, and safeguards personal data, in compliance with the **Data Privacy Act of 2012 (Republic Act 10173)**.

**I. Information We Collect**

When you use RPT-SAES, we may collect the following information:

* Student Information, such as full name, student ID, grade level, section, remedial attendance records, academic performance.
* Parent/Guardian Information, such as full name, contact number, email address, relationship to student.
* Teacher/Staff Information such as full name, position, contact number, email address, and assigned classes.
* System Data, such as login credentials, activity logs, device/browser information, and date/time of access.

**II. Purpose of Data Collection**

RPT-SAES processes personal data only for legitimate and specific purposes, including but not limited to:

(1) Purposes applicable to all system users

1. To enable RPT-SAES to perform its academic support and monitoring functions;
2. To comply with applicable laws, regulations, and institutional policies;
3. To manage and administer user records, accounts, and access;
4. To maintain the security, integrity, and proper operation of the system;
5. To comply with legal, regulatory, administrative, or audit requirements.

(2) Students, parents, and guardians

1. Academic purposes such as:  
   (a) Monitoring and recording remedial class attendance and performance;  
   (b) Supporting evaluation and decisions regarding student progress and performance;
2. Assistance and communication purposes such as:  
   (a) Notifying parents/guardians of their child’s remedial attendance and performance;  
   (b) Providing updates on academic standing, activities, and assistance programs;
3. Student support purposes such as:  
   (a) Provision of tutorials, mentorship, or remedial guidance;  
   (b) Tracking progress for scholarship, financial, or school assistance programs.

(3) Teachers and staff

1. Administrative purposes such as:  
   (a) Assignment and management of remedial classes and responsibilities;  
   (b) Preparation of academic reports and performance evaluations;
2. Professional development purposes such as:  
   (a) Analysis of class performance data to improve instruction;  
   (b) Curriculum enhancement and policy development.

(4) System data and security

1. To authenticate and manage user access credentials;
2. To generate activity logs for accountability and transparency;
3. To monitor usage for prevention of misuse, fraud, or unauthorized access.

**III. Data Sharing and Disclosure**

We respect the confidentiality of your personal data and will not disclose it to third parties, except in the following cases:

* Within the School – Authorized personnel (e.g., IT Administrator, Principal, Master Teachers, Teachers) may access data for legitimate academic, administrative, and security purposes;
* With Government Agencies – The Department of Education or other government authorities may require access when legally mandated or in compliance with applicable regulations;
* With Service Providers – Third-party providers (e.g., hosting services, email platforms, security tools) may process data strictly for system operations, subject to confidentiality agreements and data protection safeguards.

**IV. Data Storage and Security**

We implement technical, organizational, and physical measures to safeguard your personal data against loss, misuse, unauthorized access, alteration, or disclosure.

* All information is stored in secure servers/databases, accessible only to authorized school personnel;
* Security controls include user authentication, role-based access, encryption (where applicable), audit logs, and regular system monitoring;
* Access to sensitive information is limited according to user roles (e.g., IT Administrator, Teacher, Parent/Guardian).

**V. Data Retention**

Personal data will be retained only for as long as necessary to fulfill the purposes stated in this Policy or as required by applicable laws and regulations.

* Student records will be retained throughout their enrollment and may be archived permanently for academic history and reporting purposes;
* User accounts (students, teachers, and staff) will be deactivated once the individual graduates, transfers, resigns, or is no longer affiliated with the School;
* System logs and technical data may be retained temporarily for security, audit, or troubleshooting, after which they will be securely deleted or anonymized.

**VI. Your Rights as a Data Subject**

In accordance with the **Data Privacy Act of 2012 (RA 10173)**, you are entitled to the following rights:

* Right to be informed – to know how your personal data is collected, processed, and stored;
* Right to access – to request a copy of the personal data we maintain about you;
* Right to rectification – to correct inaccurate, incomplete, or outdated information;
* Right to object – to refuse processing of your data under circumstances allowed by law;
* Right to withdraw consent – to revoke consent previously given, subject to school policies and legal requirements;
* Right to file a complaint – to raise concerns with the National Privacy Commission (NPC) if you believe your data privacy rights have been violated.

**VII. Use of the System**

The use of RPT-SAES is governed by strict access and accountability policies:

* System access is granted only to authorized users with verified accounts;
* Parents/guardians may view information related solely to their own child;
* Any form of unauthorized access, disclosure, alteration, or misuse of data is strictly prohibited and may result in disciplinary measures, administrative sanctions, and/or legal action, as applicable.

**VIII. Definition of Terms**

For purposes of this Privacy Policy, the following terms shall have the meanings set forth below:

1. **“Data Privacy Act” (DPA)** – Refers to Republic Act No. 10173, also known as the Data Privacy Act of 2012, and its Implementing Rules and Regulations (IRR), which govern the collection, processing, storage, and protection of personal data in the Philippines.
2. **“Personal Data”** – Refers to all types of information relating to an identified or identifiable individual. This includes:
   * **Personal Information** – any information that can reasonably and directly identify an individual, such as name, student ID, contact number, email, or address;
   * **Sensitive Personal Information** – personal information that includes data such as age, academic records, disciplinary records, health/medical data, government-issued numbers, or any information classified as sensitive under the DPA;
   * **Privileged Information** – refers to information that is considered privileged under the Rules of Court and other applicable laws.
3. **“Processing”** – Refers to any operation performed on personal data including, but not limited to, collection, recording, organization, storage, updating, retrieval, consultation, use, sharing, consolidation, blocking, erasure, destruction, or any other form of data handling.
4. **“Data Subject”** – Refers to any individual whose personal data is collected and processed by RPT-SAES, including students, parents/guardians, teachers, staff, and authorized users.
5. **“RPT-SAES” or the “System”** – Refers to the Remedial Performance Tracker – San Agustin Elementary School platform used to monitor student remedial class attendance, academic performance, and related school records.
6. **“School”** – Refers to San Agustin Elementary School, as the personal information controller responsible for determining the purposes and means of processing personal data within RPT-SAES.
7. **“Authorized Personnel”** – Refers to individuals granted access to personal data within RPT-SAES for legitimate academic, administrative, or technical purposes, including the Principal, IT Administrator, Master Teachers, and Teachers.
8. **“Third-Party Service Providers”** – Refers to external entities engaged by the School to support system operations (e.g., hosting providers, email service providers, technical support vendors), subject to strict confidentiality and data protection agreements.
9. **“Data Protection Officer (DPO)”** – Refers to the individual formally designated by the School to ensure compliance with the Data Privacy Act, this Privacy Policy, and other applicable laws and regulations.
10. **“National Privacy Commission (NPC)”** – Refers to the independent body created under the Data Privacy Act that monitors and ensures compliance with data privacy and protection in the Philippines.

**IX. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. Any significant changes will be communicated through the system or official school channels.

The RPT-SAES Data Privacy Portal is at [https://\_\_\_\_\_](https://privacy.upd.edu.ph/)

**X. Contact Information**

For questions or concerns about this Privacy Policy or to report privacy incidents, you may contact:

**San Agustin Elementary School Data Protection Office**  
Herbert Bautista (HB) Bldg.,

Heavenly Drive St., San Agustin, Novaliches, Quezon City  
Email: [es.sanagustin@depedqc.ph](mailto:es.sanagustin@depedqc.ph)  
Phone: (02) 7001 7058