

STI College Alabang Incident Reporting Portal

Privacy Policy

STI College Alabang is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, and safeguard your personal information when you use our Incident Reporting Portal.

1. Information We Collect

We may collect the following information:

- Your name and student ID
- Contact details (email, phone number)
- Details of incidents you report
- Any supporting files or evidence you provide

2. How We Use Your Information

The information collected is used solely to:

- Investigate reported incidents
- Contact you for clarifications or follow-ups
- Maintain accurate records for school compliance and safety
- Improve our incident reporting system

3. Information Sharing

Your information may be shared only with authorized school personnel for investigation and resolution. We do not sell or share your data with third parties.

4. Data Security

We implement appropriate technical and administrative measures to protect your data from unauthorized access, alteration, disclosure, or destruction.

5. Data Retention

We retain your information only as long as necessary to fulfill the purpose for which it was collected, and by school policy and applicable laws.

6. Your Rights

You have the right to access, correct, or request the deletion of your data. You may also contact us for any questions regarding this policy.

7. Changes to This Policy

We may update this Privacy Policy from time to time. All changes will be posted on this page with the effective date.

8. Contact Us

For inquiries about this Privacy Policy, please contact the STI College Alabang Discipline Office.