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## **DATA PRIVACY CONSENT FORM (For Applicants, Students, and Alumni)**

Bakhita Canossa Foundation Inc. puts premium value on the privacy and security of personal data entrusted by its stakeholders (e.g., students, alumni, other affiliates, and non-affiliates) for legitimate purposes.

We aim to comply with the Data Privacy Act of 2012 (DPA) and cooperate fully with the National Privacy Commission (NPC). We regard your privacy with utmost importance. BCFI is committed to meeting both your personal privacy, which is essential 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.

In this Form, 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 identify you distinctively. For their exact definitions, you may refer to the text of the DPA.

### **Processing of Personal Data**

#### **A. Collection of Information**

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

##### **1. Information you provide us during your application for admission**

Upon application for admission, we collect information about personal circumstances and contact information such as – but not limited to – name, email address, telephone number, other contact details, family history, previous schools attended, academic performance, disciplinary record, medical records record, etc.

##### **2. Information we acquire or generate upon enrolment and during the course of your stay with us**

Upon enrollment and during 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 will also collect data for and about co-curricular matters, such as outreach.

activities, extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, and programs. We will also collect information about any disciplinary incident, including accompanying sanctions you may be involved in.

## **B. Access to Information**

Your personal information is accessed and used by BCFI, specifically the Philanthropic Development Office (PDO) personnel with a legitimate interest in carrying out their mandated duties.

We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including various 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 BCFI;
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 extracurricular progress;
4. establishing and maintaining student information systems;
5. sharing of grades between and among faculty members, and others with legitimate official needs, 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 Institution announcements; sharing marketing and promotional materials regarding Institution-related functions, events, projects, and activities;
12. soliciting your participation in research and non-commercial surveys;

## **C. Sharing of Information**

Some examples of when we may share or disclose your personal information to others include:

1. posting of class lists and class schedules on scholarship bulletin boards or other places within the office;
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 Institution 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 disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education);
7. sharing information for accreditation and university ranking purposes (e.g., Philippine Accrediting Association of Institutions, Colleges, and Universities)
8. responding to inquiries verifying that you are a bona fide scholar or alumni of the institution;
9. conducting research or surveys for purposes of institutional development;
10. sharing your directory information to the Institution'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 on Institution bulletin boards, websites, 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 Institution, 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 BCFI'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 which we collect.

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 against any other unlawful processing.

We only permit your data to be accessed or processed by our authorized personnel, who hold such information under strict confidentiality. We restrict access to information to anyone who likes to know/obtain such information without justifiable ground.

Any data security incident or breach that comes to the knowledge of BCFI will be recorded and reported as required by law. BCFI will take all necessary and reasonable steps to address such incidents or breaches and mitigate any adverse effects. If there is a strong suspicion that an incident affects your personal information, BCFI will notify you of such an incident appropriately.

## **Confidentiality**

After completing your degree program at BCFI and you are already an alumnus, your personal information remains private/confidential.

Our employees shall operate and hold personal data under strict confidentiality. They must sign non-disclosure agreements and have received training on the company's privacy and security policies to ensure confidentiality and security of personal data.

## **Right to Privacy**

As provided by the Act, you may object to processing your data, requesting access to your personal information, and have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can contact our Data Privacy Officer at the contact details below or at National Privacy Commission at <https://privacy.gov.ph/>. BCFI will consider your request and reserves the right to deal with the matter in accordance with the law.

## **Contact Information**

If you have further questions or concerns regarding your privacy rights, this Consent Form, or any matter regarding the Data Privacy Act of 2012, you may contact our Data Protection Officer through the following details:

**The Data Protection Officer**  
**Tel. No.: +63.02.8725.6739**  
**Email Address: admin@bakhitacanossapdo.org**

## **Consent**

I have read this form, understood its contents, and consent to processing my data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Complete Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

If below 18 years old,

Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_