



University of Southeastern Philippines

Transaction Form for Enrollment

Date: _____

Pursuant to the University of Southeastern Philippines (USEP) data privacy policy and the Data Privacy Act of 2012, we will collect and process the following personal information from you when you manually or electronically fill in this form:

ID No.	:	_____
Last name	:	_____
First name	:	_____
Middle name	:	_____
Program/Course	:	_____
Year level	:	_____
Contact No.	:	_____

Provide details of information you are needing in the box provided below.

USE: The collected personal information will be utilized solely for enrolment purposes.

PROTECTION MEASURE: These personal information shall be held in utmost confidentiality and shall not be transferred or divulged to other persons or entity without your express consent. Only authorized personnel has access to this personal information. The University will only retain the collected personal data as long as necessary for the fulfilment of the purpose.

CONSENT

I AGREE to the collection and processing of my personal information.
I DO NOT AGREE with the collection and processing of my personal information.

INFORMATION

For queries pertaining to the University Data Privacy Policy and with the Data Privacy Act of 2012, you may contact the University Data Privacy Officer **ASST. PROF. KARLO MARTIN C. CARAMUGAN** through his email kmccaramugan@usep.edu.ph.