

National University Privacy Policy – Employees

We, at National University (NU), are committed to protecting your personal information as our employees pursuant to the provisions of the Data Privacy Act (DPA) of 2012 (R.A. No. 10173). We assure you that NU holds all your personal information in the strictest confidentiality while allowing us to provide the academic and other related services you need in relation to your employment to NU. This document informs/explains the personal data that NU processes, how NU processes your data and for what purpose it is processed. This document shall inform you of our data protection in general and may serve as your guide in exercising your rights under the DPA.

All throughout this policy, we will be using the following terms:

- **Data Subject** - refers to an individual whose personal, sensitive personal or privileged information is processed by NU. As for this policy they are our applicants and employees – University Officials, Teaching Personnel and Non-Teaching Personnel.
- **Personal Information** - refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by NU as the entity holding the information, or when put together with other information would directly and certainly identify the employee(s) of NU; *this may be used interchangeably with the term **personal data***;
- **Processing** - refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

Information Collection

As employees of NU, we collect your information in different forms in relations to your employment to NU. The basis of these collections is required for the processing of your benefits, protections and eligibilities necessary in complying with the different government agencies. Your personal information may be collected in forms of the documents you've submitted both written and electronic records, multi-media materials such as photos and videos, biometrics and others which may include:

1. *During Application.* When you apply for any career position within NU and its campuses, you are asked to submit your most recent resume or *curriculum vitae*, as well as the job application form. We also collect additional personal information, privilege information or other sensitive information during interviews. If you are already working with NU and its campuses and is aiming to apply for internal hiring, we may use your existing information on file.

2. *During Pre-Employment Process.* When you are offered with the position you applied for, we will collect additional information proportion to your employment including but not limited to:
 - a) Application Letter
 - b) Resume or CV
 - c) Accomplished Applicant Information Sheet
 - d) Photos
 - e) Photocopy of Birth Certificate
 - f) Photocopy of Marriage Contract if married
 - g) Photocopy of Children's Birth Certificates
 - h) Certified True Copy of Transcript of Records (TOR)
 - i) Certified True Copy of Diploma (with S.O number)
 - j) Honors/Awards/Distinctions
 - k) Copy of Professional License
 - l) Proof of Publications and Research
 - m) Seminar/Training Certificates
 - n) Professional Affiliations/Memberships
 - o) Community Service Awards/Certificates
 - p) Certificate of Employment
 - q) NBI Clearance
 - r) Medical Certificate issued by Medical Services of NU
 - s) Photocopy of Government IDs such as SSS, TIN, Pag-Ibig, PhilHealth
 - t) Tax related forms such as 1902, 1905, 2305 and 2316 necessary for appropriate tax processing and remittance
 - u) Bank details for compensation
3. *During Employment.* While working for NU, we may collect additional personal information such as the following:
 - a) ANUE (Associate of National University Employees) membership (*main campus only*)
 - b) Standard Performance Evaluation System (SPES)
 - c) Annual physical examination result
 - d) Issuance of NU Information System and Office 365 credentials
 - e) Processing of loan applications and other monetary claims such as insurances, SM SLA (SM Savings & Loan Association) and Private Education Retirement Annuity Association (PERAA)
 - f) Photo and video coverage for events hosted both inside and outside NU related to your roles as employee of NU
 - g) Recordings from CCTV cameras within the premises of NU
 - h) Administrative and disciplinary records
 - i) Collective Bargain Agreement for ANUE members
4. *Unsolicited Information.* While employed at NU, we may be receiving your personal information thru several scenarios such as:
 - a) Phone calls verifying your eligibility for your loan applications, bank applications and other utilities that require verifications of your employment to NU

- b) Notices from the different agencies including legal matters that needed the interventions of NU

If we determined this information are related to any of our legitimate interests as your employer, we will provide the information needed but still assuring your privacy and security.

Use of Your Personal Information

National University will only use your data to the extent that it is permitted by law relevant to our legitimate purpose of being an academic institution and serving as your employer. NU will always prioritize your privacy in all aspect in compliance to DPA. Please also note that as an educational institution, we will rely on automated decision-making process without your consent to perform our duties and obligation that we carry out for public interest such as public order and safety. We may use your data for the purpose of:

1. Screening the applicants and processing any position they are applying for to any branch of NU;
2. Verifying the accuracy of the information submitted during applications as part of background investigations;
3. Evaluating the applicants with their experiences and academic qualifications;
4. Providing the necessary offices or departments related to the job positions they are applying for;
5. Performing background checks to identify the legitimacy of the applicant;
6. Processing the remittances for government liabilities and mandatory contributions
7. Processing compensation and other benefits accurately
8. Conducting human resource related activities necessary for your role as an employee of NU such as performance evaluations, promotions, transfer of service and disciplinary issues;
9. Providing information to the offices managing the access and credentials of an employee such as training, health assistance, safety and security, ID Cards, biometrics, Office 365, NUIS and Internet Access;
10. Allowing Human Resource Department (HRD) to provide basic information about your employment to NU to other entities with your consent, process internal processing of promotion or transfer of services between branches of NU, contacting your emergency contact person(s) and other relevant tasks

Sharing Your Personal Information

National University does not and will not sell or rent your personal information. We will not intentionally share or release your personal information other than to you, NU, your authorized representatives, our partners and agencies who will be requiring your basic information related to your employment at NU and for the purposes necessary for our obligations as your employer, for our compliance to any legal obligations. To the extent permitted by law, we may share, disclose or transfer your personal information to other organizations including NU branches in order to

comply with our legitimate purpose of being an education institution, as your employer or contracting party. We may share your information for the purpose:

1. Complying to the documents required by the Department of Education and Commission on Higher Education;
2. Proper remittance of your mandatory obligations such as Social Security System, Bureau of Internal Revenue, Pag-Ibig, and Philippine Health Insurance Corporation;
3. Processing of your company benefits handled by our partners such as PERAA, SM SLA, HMO and Life/Accident Insurance;
4. Sharing your basic personal information related to your role(s) as employee of NU for our accreditation being processed by Philippine Association of Colleges and Universities Commission on Accreditation and ISO governing bodies;
5. Complying with our legal obligation to Department of Labor and Employment such as compensation reports and other reports related to your employment at NU;
6. Other purposes when necessary and permitted or required by law;

Storing Your Personal Information

National University treats your personal information with the utmost security and is handled with the strictest confidentiality. They are transmitted securely in different formats such as paper and electronic through NUIS and Office 365 services. Access to your personal data is limited to the authorized personnel of National University including but not limited to your immediate supervisor, unit heads, and university officials. Modification of your personal information is done through your legal requests. Existing policies of NU shall also be followed.

Your personal data are retained securely by NU for as long as they serve the legal purpose to the function of NU as an educational institution and as your employer such as historical and statistical purposes. When your personal information is no longer required, official institutional procedure will be followed for its disposal.

Your Rights as Data Subject

In compliance with the DPA, we recognize your rights with respect to your personal information as the data subject. If you want to add, update, delete or any concern related to your personal data or matters concerning data privacy, please contact:

Change of Policy

National University may update this policy from time to time. Publishing it on this site or any formal communication is a notice of immediate effectivity of the changes on this policy.

NU Data Protection Office

Email: dpo@nu.edu.ph or privacy@nu.edu.ph

Phone: (02) 712-1900

Website: privacy.national-u.edu.ph

Address: 551 MF Jhocson Street, Sampaloc, Manila 1008

For Complaints: complaints@nu.edu.ph