



# SAN BEDA UNIVERSITY

## PRIVACY NOTICE FOR STUDENTS, TEACHING AND NON-TEACHING PERSONNEL, ALUMNI AND VISITORS

### **Welcome Note**

Welcome to San Beda University – “SBU” (Manila and Rizal).

This Privacy Notice tells you about our policy regarding the data that we collect, use, store, transfer/disclose and retain/dispose or otherwise process your personal data.

If you are the parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

In this NOTICE, the terms, “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 distinctively identify you. For their exact definitions, you may refer to the text of the DPA or you can visit the office of the SBU’s Data Protection Officer. You should also



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- c. your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and
  - d. any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.
3. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us as confidential and secure

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data via consent form from the SBU's Data Protection Officer

## **How We Use Your Information**

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

1. evaluating applications for admission to the University;
2. processing confirmation of incoming, transfer, cross-registering, or non-degree students in preparation for enrollment;
3. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress;
4. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays and presentations;
5. recording, generating, and maintaining records, whether manually, electronically, or by other means,



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