

Privacy Notice

Introduction

We care about your privacy. Your personal data and privacy are important to us, which is why we at Colegio de San Juan de Letran - Bataan would like our students/parents/employees to know through this notice how we handle and protect the personal information you provide to us.

What Information do we collect from you?

Colegio de San Juan de Letran - Bataan collects personal information using printed and electronic forms. Personal Information we collect includes the following:

Students	Employees	Parent/Guardian	Website Visitor
<ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Age ▪ Birthday ▪ Province ▪ City ▪ Birthplace ▪ Mobile Number ▪ Landline ▪ Citizenship ▪ Civil Status ▪ Religion ▪ Gender ▪ Former School ▪ Former School Address ▪ Year Graduated ▪ GPA ▪ Honors Received ▪ Government Exam Taken ▪ Work Experiences ▪ Reference's Name 	<ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Telephone Number ▪ Age ▪ Gender ▪ Birthdate ▪ Civil Status ▪ Religion ▪ Citizenship ▪ SSS ▪ TIN ▪ Pag-ibig ▪ Philhealth number ▪ Educational Information ▪ Organizations Membership ▪ Trainings ▪ Residence Certificate Number ▪ No. of Dependents ▪ Bank Account Number ▪ Professional Licenses ▪ Work Experiences ▪ Medical History ▪ References 	<ul style="list-style-type: none"> ▪ Mother's Name ▪ Father's Name ▪ Contact Number ▪ Guardian's Name ▪ Occupation ▪ Employer ▪ E-mail Address 	<ul style="list-style-type: none"> ▪ IP Address ▪ Browser ▪ Operating System

Why do we collect this information?

Student - The information we collect about you is necessary to carry out the educational services and other academic-related activities such as including but not limited to:

- a. Research
- b. Community Service
- c. Extension Service
- d. Academic Services
- e. Management of administrative educational services

Employee – The information we collect about you is necessary for the performance of our contractual obligations to you. Processing of your personal information such as including but not limited to:

- a. To generate Identification Cards
- b. For medical record
- c. To process payroll and remuneration
- d. For HRIS enrollment
- e. For ranking and promotion
- f. To process claims and other government-mandated benefits
- g. Information dissemination including the distribution of announcements, memorandums, and the like
- h. For statistical research and survey
- i. Other Human Resource functions

Website Visitor – The information we collect using our website is mainly for User Interface customization and security logs. We do not use or process any cookie information stored in your device.

The Colegio de San Juan de Letran – Bataan is committed to complying with the Data Privacy Act of 2012. In this regard, we will not collect any additional information about you without your explicit consent. Moreover, we do not use any automated decision-making process against any personal information you provide to us.

Who might we share your information with?

We may disclose your personal information to a third party, but only where it is required by law, where it is otherwise allowed under the Data Privacy Act, or where we have obtained your consent to do so.

In any case, we will not share your personal information with other entities or organizations without your permission, including public organizations, companies, or individuals, except where applicable by law.

To uphold the interest of Colegio de San Juan de Letran -Bataan as an educational institution we may disclose or transfer your personal data to the following organizations:

1. Government Agencies
 - a. Commission on Higher Education
 - b. Department of Education
 - c. Pag-IBIG
 - d. Bureau of Internal Revenue
 - e. Social Security System
 - f. Philippine Health Insurance Inc.
2. Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) for accreditation purposes
3. Other third parties when necessary provided that a data-sharing agreement or outsourcing agreement is secured by both parties

How do we store your information?

We store your personal data on our premises. All paper-based document containing your personal information is kept in a secured area while database servers used to store your personal information in digital format is secured and encrypted. This information can only be accessed by authorized Colegio personnel.

We will make sure that all your personal data you provide to us is protected from possible threats both online and offline. Organizational, technical, and physical security measures are in place to guarantee that your data is kept safe and secure.

How long do we keep hold of your information?

In general, we agree to the following schedule for retention of your personal information:

1. Applicants – 1 year
2. Employees – 3 years from separation
3. Students – we will keep your personal data or academic records in perpetuity unless otherwise provided by law or by the policy of the Colegio.

Other personal data is kept and properly archived for historical and statistical purposes.

What are my Data Privacy Rights?

In accordance with the Data Privacy Act of 2012, you may access your personal information, and/or have it corrected, deleted, or blocked. You may also object to the processing of your personal information. We fully recognize the these rights with your personal data. In any case that you wish to exercise any of your rights, or you have questions and concerns pertaining to data privacy, you may contact the Colegio's Data Protection Officer at:

Email: dpo@letranbataan.edu.ph

Privacy Notice Effective Date

We update this Privacy Notice from time to time. If the Colegio makes any changes to this notice, we will change the "Last Updated" date below:

Last Updated: December 4, 2020