



ATHENEUM

Noveleta, Cavite

DATA PRIVACY POLICY

Introduction

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

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 Republic Act No. 10173, also known as 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 Policy, 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 their website (www.npc.gov.ph). You should also note that while we give examples here to explain this Policy in simple and clear language, they do not make up an exhaustive list of all the data that we process.

I. Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in different forms. They may consist of written records, academic records such as SF 9 – Learner’s Progress Report Card (formerly Form 138), SF 10 – Learner’s Permanent Academic Record (formerly Form 137), transfer credentials, grades, photocopies of passports, pictures (include documents received from foreign students) photographic and video images, information sheets, Google forms and other forms that we will be using for legitimate purposes. Examples include:

1. **Information you provide us during your application for admission.** When you apply for admission, we collect, among others:
 - a. directory information, like your name, email address, telephone number, and other contact details;
 - b. data about your personal circumstances, such as your family background, history, parents’ employment record and other relevant circumstances, previous schools attended, academic performance, disciplinary record, and medical records; and
 - c. any or all information obtained through interviews and/or during entrance tests or admission examinations.
2. **Information we collect or generate after enrolment and during the course of your stay with us.** After you join the school, we may also collect additional information about you, including:
 - a. your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;
 - b. 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
 - c. 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 (CCTV) 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 school's Registrar or IT Services Office.

II. 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 school;
2. processing confirmation of incoming students and transferees in preparation for enrollment;
3. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular activities;
4. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, performance tasks, culminating or integrating projects, research papers, reflection papers, essays and presentations;
5. recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities;
6. establishing and maintaining student information systems;
7. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
8. investigating incidents that relate to student behavior and implementing disciplinary measures;
9. maintaining directories and alumni records;
10. compiling and generating reports for statistical and research purposes;
11. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, safety and security;
12. managing and controlling access to campus facilities and equipment;
13. communicating official school announcements;
14. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
15. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of the school or a third party. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Rest assured that our use of your personal data will not be excessive.

III. How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an educational institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. posting of class lists, class schedules, in school bulletin boards, online, or other places within the campus;
2. sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the school, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Department of Education, Bureau of Immigration, etc.), when required or allowed by law;
4. conducting internal research or surveys for purposes of institutional development;
5. publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
6. use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
7. live-streaming of school events;

8. publication of communications with journalistic content, such as news information in school publications, and social media sites;

IV. How We Store and Retain Your Information

Your personal data are stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the school's different units or offices. Access to your personal data is limited to school personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties.

Unless otherwise provided by law, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law, all affected records will be securely disposed of after such period.

V. Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving the school and data privacy, you may contact the following at:

Questions: registrar@atheneum.edu.ph

Complaints / Security Incidents: itservices@atheneum.edu.ph

Landline: (046) 489 0888 / +63 917 502 3039

Address: Rm 216, Second Floor, ATHENEUM School, Seaview Subd. San Rafael II, Noveleta, Cavite

VI. Changing This Policy

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.



ATHENEUM

Noveleta, Cavite

DATA PRIVACY CONSENT FORM

Please check the appropriate statement:

- I/We am/are the parent/s of the student who is a minor (below 18 years old).
- I/We am/are the legal guardian/s of the student who is a minor (below 18 years old).

By signing below, I/We warrant that I/ we have read, understood all the provisions and agreed with its full implementation:

1. Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my son's/ward's personal data.
2. I/We understand that by applying for admission/registering my child/children as a student of ATHENEUM, I am/are allowing it to collect, use and process his personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other like circumstances.
3. By providing personal information to ATHENEUM, I/we am/are confirming that the data are true and correct. I/we understand that ATHENEUM reserves the right to revise any decision made on the basis of the information I/we provide should the information be found to be untrue or incorrect.
4. By entering into this Agreement, I/we am/are not relying upon any oral or written representations or statements made by ATHENEUM other than what is set forth in this Agreement.
5. Any issue that may arise in connection with the processing of my child's/ward's personal information will be settled amicably with ATHENEUM before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

Complete Name of Child/Ward: _____

Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian: _____

Date: _____

Note: Kindly submit this Data Privacy Consent Form together with the accomplished Application Form and other requirements to the Admissions Office.