



## **DATA PRIVACY NOTICE FOR EMPLOYEES AND STUDENTS**

### ***Statement of Privacy Policy***

St. Scholastica's College is committed to protecting personal information provided by its data subjects. SSC Manila upholds the principles of data privacy in accordance with the Data Privacy Act 2012 (DPA) and its Implementing Rules and Regulations (IRR). This data privacy notice provides information on the kinds of data or information being collected, the location and use of these data, and how they are shared, secured, and retained. This privacy notice may be amended at any time without prior notice, and such amendments will be announced through the SSC website, through email, or equivalent channels.

"Personal data" refers to all types of personal 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 the entity holding the information, or when put together with other information would directly and certainly identify an individual." (NPC Advisory No. 207-01)

### ***Information Collected***

St. Scholastica's College collects personal data provided by students during their application for admission, during enrollment, and during the course of their stay with SSC. Personal data is also collected from employees during their job application and during the course of their employment at SSC Manila. These personal information will be collected but not limited to the following:

- personal circumstances and directory information such as but not limited to – demographic profile, contact details like addresses, landline/mobile numbers, and email addresses
- For students: previous school/s attended and academic standing, disciplinary record, and family background which includes employment status of parents and/or guardian; and billing information.
- personal data collected in written form, photographic and biometric data such as photos or videos, recordings from closed-circuit television (CCTV) cameras installed in SSC Campus for security purposes, fingerprints, handwriting and signature specimens, or other forms; and
- proportional personal data disclosed to proper authorities, such as the Department of Health (DOH), in the interest of public or individual person's health and safety, especially during a health and safety emergency like the Covid-19 pandemic.



### ***Use of Collected Information***

The collected information will be used but not limited to the following purposes:

- recording, generating, and maintaining students and employees records
- establishing and maintaining student and employee information systems;
- providing services such as health, counseling, information technology, and library, sports/recreation, transportation, insurance coverage, parking, campus mobility, safety and security;
- managing and controlling access to campus facilities and equipment;
- communicating official school announcements;
- sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
- compiling and generating reports for statistical and research purposes;
- Soliciting participation in research and non-commercial surveys for purposes of institutional development.

### ***Information Sharing***

The purposes by which SSC may share or disclose persona data may include but not limited to the following:

- sharing information with identified service providers;
- live-streaming and video-recording of institutional and unit programs and events;
- promoting the school through photos, videos, and other media in print, non-print, and on-line platforms to include social media;
- posting of pertinent academic and non-academic matters on the school's bulletin boards and other places on campus;
- reporting and/or disclosing information to government bodies or agencies (e.g. Department of Education, Commission on Higher Education, Professional Regulation Commission, or Civil Service Commission); and
- Sharing of information for accreditation and other related purposes (e.g. Philippine Accrediting Association of Schools, Colleges, and Universities).

### ***Storage and Management of Personal Data***

Personal data are stored in physical and electronic data processing systems handled by the different units and relevant offices of St. Scholastica's College Manila. Physical records are generally kept in individual folders or envelopes that are placed in shelves or drawers while electronic records are generally stored in servers that are managed and maintained by the Information and Communication Technology Office of St. Scholastica's College Manila. Cloud storage may be utilized when personal data are shared within and among offices.



**St. Scholastica's College, Manila**  
Creating Leaders for Social Transformation

### **Security of Personal Data**

St. Scholastica's College Manila is committed to safeguarding the security of the personal data provided by data subjects. Only authorized personnel have access to these personal data. Should third parties require access to personal data of data subjects, SSC Manila will require some form of data sharing agreement with them in compliance with the Data Privacy Act of 2012 (DPA) and its Implementing Rules and Regulations (IRR).

### **Retention of Personal Data**

Unless otherwise provided by law or by appropriate school policies, the personal data collected will be indefinitely retained for historical and statistical purposes, but where a retention period is provided, all records after such period will be securely disposed of. Retention of physical student records at the Registrar's Office will only be for as long as necessary in order to fulfill the purposes for which the data were obtained; thus, upon their graduation, individual files of students are stripped of all but the essential documents needed for future reference (i.e., their birth certificate and permanent record).

### **Rights of Data Subjects**

Under the Data Privacy Act (DPA) of 2012, the data subject has the right, among others, (1) to be informed of the processing of her/his data; (2) to be given reasonable access to the personal information upon demand; and (3) to correct, withdraw, or order the blocking, removal or destruction of her or his personal information on grounds indicated therein. Questions regarding the rights of the data subject and on how SSC Manila processes information can be coursed through **dpo@ssc.edu.ph**.

### **Noted and Approved**

**(Sgd) Sr. M. Christine L. Pinto, OSB**  
**School President**