



# ATENEUM DE NAGA UNIVERSITY JUNIOR HIGH SCHOOL

## PROVISIONAL PRIVACY POLICY AND TERMS OF AGREEMENT FOR STUDENTS AND APPLICANTS FOR ADMISSION

The Ateneo de Naga University Junior High School ("AJHS") respects your child's right to privacy and the confidentiality of his/her personal information.

Our Privacy Policy (the "Policy") explains:

- What we collect and why we collect it;
- Who uses and how we use your child's personal information;
- Who we share such information with;
- How long we retain such information;
- How we will handle data breaches; and
- What your child's rights are with respect to his/her personal information.

Our Terms of Agreement (the "Terms") constitutes our contract with your child. Please review the Terms carefully before you sign. By signing, you acknowledge that you have read the Policy and the Terms, and agree to be bound by and comply with them.

Other rules of the Ateneo de Naga University (the "University") and AJHS, which are not inconsistent with the Policy and the Terms, will remain applicable. If any provision of the Policy or the Terms is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the other provisions, which shall remain in full force and effect.

For purposes of this statement, the Policy and the Terms, "data" and "information" are used interchangeably. "Personal data" or "personal information" refers to any information that identifies who your child is, or may lead to his/her identification, including sensitive information about his/her health, education, age, race, and similar matters as well as privileged information as defined by the Rules of Court and other applicable laws.

### PRIVACY POLICY

We aim to comply with the Data Privacy Act of 2012 and cooperate fully with the National Privacy Commission ("NPC"). In doing so, AJHS is committed to striking a balance between your child's personal privacy, which is important to us, and ensuring that our legitimate interests as an educational institution and our ability to fully and effectively carry out our responsibilities as such are met.

Some examples are provided below to help explain our Policy in simple and clear language. The examples are not an exclusive list of what personal data we process, and how and why we process such data.

### Information we collect, acquire or generate

We collect, acquire or generate your child's personal data in many forms, including but not limited to written records, photographic and video images, digital material or biometric records. Such personal data may include information that you provide us during your son's application for admission, information we acquire or generate upon enrolment and during the course of his/her stay with us, and unsolicited information.

1. Information you provide us during your child's application for admission: Upon application for admission, we collect information on your child's personal circumstances and directory information such as – but not limited to – name, your email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
2. Information we acquire or generate upon application, enrolment and during the course of your child's stay with us: Upon enrolment and during the course of your child's stay with us, we collect information on his/her academic or curricular undertakings, the classes he/she enrolls in, scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to cocurricular matters, such as outreach activities, spiritual and social formation activities, study tours; as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that your child may be involved in.

There will be various occasions when we will acquire other forms of data (e.g., pictures or videos of activities he participates in, recordings from closed-circuit television cameras installed in the AJHS premises for security purposes, etc.) or generate statistical information (e.g., institutional ranking, performance in admission exams, aptitude tests, etc.).

### 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 educational interests, we will immediately dispose of the information in a way that will safeguard your child's privacy. If it is related to our legitimate educational interests, it will be treated in the same manner as information you provide us.

### Who uses your child's information

Your child's personal information is accessed and used by University and AJHS personnel who have a legitimate interest in it for the purpose of carrying out their contractual duties.

### How we use your child's information

We use your child's information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical and statistical purposes. Some examples of situations when we may use your child's information to pursue our legitimate interests as an educational institution are as follows:

- evaluating applications for admission to AJHS;
- processing confirmation of incoming students and transfer students in preparation for enrollment;
- recording, generating and maintaining student records of academic, co-curricular and extracurricular progress;
- recording, storing and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, research papers, essays and presentations;
- recording, generating and maintaining records, whether manually, electronically, through Radio Frequency Identification (RFID) or other means, of class attendance and participation in curricular, co-curricular and extra-curricular activities;
- establishing and maintaining student information systems;
- sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations;
- processing scholarship applications, grants and other forms of assistance;
- investigating incidents that relate to student behavior and implementing disciplinary measures;
- maintaining directories and alumni records;
- compiling and generating reports for statistical and research purposes;
- providing services such as health, counseling, information technology, library, sports/recreation, transportation, 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;
- soliciting your child's participation in research and non-commercial surveys;
- sharing your child's information with persons or institutions as provided below.

If we intend to use your child's personal information for purposes other than our legitimate interests as an academic institution, we will obtain your written consent for that specific purpose, unless you yourself request us to use, process and share your information for such purpose; or processing without your consent is allowed under the Act or other applicable laws.

### Who we share your child's information with

We share your child's information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical and statistical purposes. Some examples of when we may share or disclose your child's personal information to others include:

- posting of class lists and class schedules in school bulletin boards or other places within the campus;
- sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as

determined by the school to promote your child's best interests, or protect his/her health, safety and security, or that of others;

- providing academic institutions, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission
- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;
- distributing the list of graduates and awardees during commencement exercises;
- reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., Department of Education) when required by law;
- sharing information for accreditation and university ranking purposes (e.g. Philippine Accrediting Association of Schools, Colleges and Universities)
- complying with court orders, subpoenas and/or other legal obligations;
- responding to inquiries verifying that your child is a bona fide student or graduate of the school;
- conducting research or surveys for purposes of institutional development;
- sharing your child's directory information to the schools' alumni association;
- 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;
- sharing your child's academic accomplishments or honors and co-curricular or extra-curricular achievements with schools he graduated from or was previously enrolled in, upon their request;
- marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
- live-streaming of University/AJHS events;
- collecting data from psychological/guidance test administration and interpretation;

- publishing communications with journalistic content, such as news information in University/AJHS publications and social media sites.

#### How long we retain your child's information

Unless otherwise provided in the appropriate University/AJHS protocols, we will retain your child's personal information indefinitely for historical and statistical purposes. Where a retention period is provided, all records after such period will be securely disposed of.

#### How we will handle data breaches

Any data security incident or breach that comes to the knowledge of the University/AJHS will be recorded and reported as required by law. The University/AJHS will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your child's personal information, the University/AJHS will notify you of such incident in an appropriate manner.

#### What your rights are with respect to your child's information

As provided by the Act, you may object to the processing of your child's personal data, request to access his/her personal information, and/or have it corrected, erased, or blocked on reasonable grounds. The University/AJHS will consider the request and reserves the right to deal with the matter in accordance with law.

Please specify your request and explain the reason for your request by writing to:

**NAME : FR. MARTIN A. LICUP, S.J.**

**DESIGNATION: Principal**

**E-MAIL ADDRESS: mlicup@gbox.adnu.edu.ph**

**OFFICE ADDRESS: ATENEO DE NAGA JUNIOR HIGH SCHOOL,  
PHELAN DRIVE, KM. 7, PACOL, NAGA CITY**

#### How we will notify you of changes in our Policy and Terms of Agreement

The University/AJHS reserves the right, acting reasonably, to modify our Policy and Terms of Agreement at any time in our sole discretion, and will publish notice of any such modification on our website. Any modification is effective immediately upon posting.

## ATENEO DE NAGA UNIVERSITY JUNIOR HIGH SCHOOL

### PROVISIONAL PRIVACY POLICY AND TERMS OF AGREEMENT

#### TERMS OF AGREEMENT

*Please check the appropriate statement:*

I am the parent of the applicant/student who is a minor (below 18 years old).

I am the legal guardian of the applicant/student who is a minor (below 18 years old).

On behalf of the applicant/student, I have read the Policy and the Terms herein

By signing below, I agree with the following:

- *Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my child's personal data.*
- *I understand that by applying for admission/registering as a student of AJHS, I am allowing it to collect, use and process my child's personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other like circumstances.*
- *By providing personal information to AJHS, I am confirming that the data is true and correct. I understand that AJHS reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue or incorrect.*
- *By entering into this Agreement, I am not relying upon any oral or written representations or statements made by AJHS other than what is set forth in this Agreement.*
- *My agreement to the Policy and Terms is among the conditions to my child's admission into the AJHS.*
- *Any issue that may arise in connection with the processing of my personal information will be settled amicably with AJHS 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: \_\_\_\_\_