

Data Privacy Notice



Welcome to the Colegio de San Juan de Letran Calamba. This Data Privacy Notice (excerpt from Institutional Data Privacy Policy) tells you about Colegio’s policy regarding the personal data collected, used, processed, stored, and shared.

The Colegio de San Juan de Letran Calamba (Colegio) adheres to the provisions of Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and cooperates fully with the National Privacy Commission (NPC) in collecting, storing, processing, sharing, and securing personal data or information from its stakeholders.

In doing so, Colegio tries to achieve a balance between its stakeholder’s privacy and ensure that its legitimate interests as an educational institution and its ability to fully and effectively carry out its responsibilities are met.

Colegio de San Juan de Letran Calamba is committed to protecting our stakeholders’ personal data privacy. Thus, this document is for the Colegio’s stakeholders to understand what we are collecting, why we are collecting, and how we use the personal data collected.

Collection of Personal Data

We collect personal data from students, personnel, and alumni to fulfill our educational and administrative functions:

1. **Employment Applications:** The Colegio collects the applicant’s personal data and sensitive information for employment, such as basic personal information like name, address, age, birthday, government issues IDs such as SSS, TIN, PRC, and the like, as well as employment certificates, employment performance or evaluation, previous employment records, medical records, and other important information for hiring.
2. **Admissions and Enrollment:** Upon application for admission to the Colegio, we collect information about personal circumstances and contact information such as names, addresses, socio-economic status, previous schools attended, emergency contact information, academic performance, disciplinary record, and other information for admission and enrollment through accomplishing the admission form. In the case of minors, parents or guardians can assist the students in completing the form. Moreover, it is also used for information updates about the Colegio.
3. **Student Stay:** During the student’s stay in the Colegio, we collect/ confirm personal information that the student, parent, or guardian previously submitted upon application/ enrollment. We also collect information for and concerning co-curricular matters, such as outreach activities and 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. Other forms of data on various occasions (biometric and photographic data, pictures, videos, or activities the student

participates in, recordings from closed-circuit television cameras and other security measures installed in the Colegio's premises for security purposes, etc.) or generate statistical information (institutional ranking, performance in admission exams, aptitude tests, etc.), academic or curricular undertakings, the classes s/he enrolls in, academic performance and attendance record, medical and dental records, psychological test records, counseling information records, information regarding any disciplinary incident, and accompanying sanctions that the student may be involved in.

4. **Personnel Activities:** Colegio will collect information for and concerning institutional, divisional and departmental activities, medical and dental records, and 201 file updating. Other forms of data on various occasions (biometric and photographic data, pictures, videos, or activities the personnel participates in, recordings from closed-circuit television cameras and other security measures installed in the Colegio's premises for security purposes, etc.) or generate statistical information (personnel ranking, performance evaluation, employment examination result, etc. .), attendance record, and information regarding any disciplinary and accompanying sanctions that the personnel may be involved in will likewise be collected.
5. **Online/Virtual Classes:** To conduct online classes and academic-related communications, students' and parents' personal information, including but not limited to name, email address, phone number, and other contact details, as well as video, audio, chats, shared screens, and non-verbal reactions of video-call participants during video conferences, is collected. The Colegio records synchronous classes and posts them via LMS to allow students to review them later. The Colegio likewise conducts and records webinars and seminars organized by several support departments, like the Campus Ministry and Student Services Department.
6. **Internal Surveys:** Personal data collected for research participants includes but is not limited to name, age, year level, email addresses, and other pertinent information needed for the conduct of research.
7. **Unsolicited Information:** In cases where personal data is sent to or received by Colegio, even without prior request, the Colegio shall determine if it can legitimately keep such information. If it is not related to any of Colegio's legitimate educational interests, it will immediately dispose of the information in a way that will safeguard its student's/ personnel's privacy. If it is related to Colegio's legitimate purposes and interests, consider it in the same manner as the information provided by the student/ personnel.

Use of Personal Data

We use personal data for various academic, administrative, employment, historical, research, and statistical purposes, including but not limited to:

1. The students' and personnel' information is collected and used as permitted or required by law to pursue the Colegio's legitimate interests as an educational institution, including a variety of academic, administrative, employment, historical, research, and statistical purposes, including as follows:
 - a. Evaluation, process, and administer applications for admission/application enrollment/employment.
 - b. Processing of information of incoming or transfer students in preparation for enrollment

- c. Recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress.
 - d. Recording student work, virtual classes, sessions, and webinars
 - e. Processing of scholarship applications and IDs
 - f. Production of yearbooks and IDs
 - g. Compiling and generating reports for statistical and research purposes
 - h. Facilitate the payment for enrollment, services, and products provided by the Colegio, and its accredited suppliers, including verification of credit card details and the relevant bank database.
 - i. Psychological/guidance test records used to assess a variety of mental abilities and attributes of students.
 - j. Comprehensive understanding of the current meta/psychological status of the students
 - k. Monitor students who need counseling assessment and/or follow-up based on their academic, personal, social, and discipline concerns.
 - l. Recording and generating personnel and students' records for religious formation and community and extension activities involvement
 - m. Implementation of institutional and student research programs
 - n. Controlling access to campus facilities and equipment
 - o. For the safety and security of the Colegio
 - p. Providing services such as health, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety, and security
 - q. Updating contact information for communication purposes and providing a comprehensive picture of the personality of the students
 - r. Supporting synchronous learning via videoconferencing using tools such as Zoom, Google Meet, Microsoft Teams
 - s. Enabling distance learning via various learning management systems and online learning tools
 - t. For monitoring of faculty members qualification alignment, performance, and activities
- 2** Recording, generating, and maintaining students' records and achievements for the following purpose.
- Application for scholarships or grants
 - Academic evaluation or deliberation
 - Attendance records to be reflected in the BED and SHS Compcard/report card and TOR.
 - Course load and schedule as the basis for assessment of fees, official class list, and e-grading
 - For graduation and submission to PRC (for college baccalaureate honors)
- 3** Use students' or personnel's pictures and relevant information on congratulatory materials, screenshots of virtual classes, pictures of class activities, among others, to serve as marketing, promotional, and customer management and purposes.
- 4** Alumni profiles or records are used for issuance of alumni cards, alumni directories, possible employment with partner industries, and accreditation and certification of the Colegio.

- 5 Processing of government-mandated contributions and benefits, remittance reports, accreditation of external providers, and payment of fees and honorarium

Storage and Protection of Personal Data

1. **Academic Records:** The students' and graduates' academic records in the Colegio are maintained in the Letran School System (LSS) under the Registrar's module. The printed copies are kept in the compactor in the records room of the Registrar's Office and BED Records Room.
2. **Personnel Records:** Maintained in the HRIS, printed copies in the Human Resources Department.
3. **Alumni Records:** Kept in the Alumni Office.
4. **Disciplinary Records:** Records of investigating incidents related to students' behavior and implementing disciplinary measures are kept in the Student Services Department
5. **Psychological Test Records:** Print copies of personal data collected from psychological test administration and interpretation are kept in the Guidance and Testing Department. The soft copies are kept in the personnel's computer unit and in department knight mail (Google drive) which is password protected.
6. **Health Records:** The students' and personnel health records and documents containing sensitive personal information are stored in a filing cabinet with a lock and situated in a room with limited access. Personal data may only be accessed by personnel who have a legitimate interest in carrying out their mandated education-related/ administrative purposes.
7. **Other Departmental Records:** All other departments stored the printed collected personal data in their offices comply with the declared matrix of documented information (Level 2), the soft copy to the department computer units or Google Drive.

Access, Retention, and Disposal of Personal Data

1. **Access:** Limited to authorized personnel with a legitimate interest. Further access requires consent from data subjects.
2. **Retention:** Personal data is retained indefinitely for historical and statistical purposes unless a retention period is specified. Records are disposed of securely following retention protocols.

Data Subject Rights

You are entitled (in the circumstances and under the conditions, and subject to the exceptions set out in applicable law) to:

- **Request access to the personal data we process about you:** this right entitles you to know whether we hold personal data about you and, if we do, to obtain information on and a copy of that personal data.

- **Request a rectification of your personal data:** this right entitles you to have your personal data corrected if it is outdated, inaccurate, or incomplete.
- **Request the erasure of your personal data:** this right entitles you to request the erasure of your personal data, such as in cases where your personal data is no longer necessary to achieve the legitimate business purpose of its use or processing.
- **Request the restriction of processing your personal data:** this right entitles you to request that we only process your personal data in limited circumstances, including with your consent.
- **Request portability of your personal data:** this right entitles you to receive a copy of the personal data you provided us (in a structured, commonly used, and machine-readable format). This includes requests for us to transmit a copy of such personal data to another company on your behalf.

You, moreover, have a **right to object** to the processing of your personal data.

To the extent that processing your personal data is based on your consent, you have the right to withdraw such consent at any time by contacting our Data Privacy Office. Please note that this will not affect the lawfulness of the processing that was carried out before you withdrew your consent or Colegio's right to continue parts of the processing based on lawful bases other than your consent. If, however, we have not provided you with another lawful basis justifying the processing of your personal data, we will stop the processing and delete your personal data.

To exercise these rights, you may get in touch with our Data Privacy Officer through the contact details provided below. In some instances, we may request supporting documents or proof before we effect any requested changes to your personal data.

Letran Calamba Data Privacy Office

Email: dpo@letran-calamba.edu.ph

If, despite our commitment and efforts to protect your personal data, you believe that your data privacy rights have been violated and—depending on the circumstances—you may be entitled to be indemnified for damages, we encourage you to contact us first to resolve your complaint. You have the right at all times to register a complaint directly with the National Privacy Commission or otherwise make a claim against Letran Calamba with a competent court.

Changes to our privacy statement

From time to time, we may update our privacy statement and practices to comply with changes in applicable laws, comply with government and regulatory requirements, adapt to new technologies and protocols, align with industry best practices, and for business purposes.

You will always be provided notice if these changes are significant, and if we are required by law, we will ensure to obtain your updated consent.

This Privacy Statement is effective 15 July 2024.