



DATA PRIVACY POLICY

For Parents, Guests and Visitors

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PRIVACY POLICY FOR PARENTS, GUESTS, AND VISITORS

INTRODUCTION

Welcome to the **UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION, INC.** This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data.

We respect every individual's right to privacy as much as we aim to ensure the safety and security of everyone inside the University premises, so please take the time to read this Privacy Notice explaining how we process the information we collect from or generate about you once you enter the campus. Those with a University-issued ID or gate pass sticker will have been shown a similar Notice before or around the time said ID or sticker was issued.

WHAT WE COLLECT

We collect basic information about you by asking you to fill-up visitors' pass slip with your signature and requiring you to deposit a proof of identity (ID) for verification purposes. For those with vehicles, we take note of your vehicle plate number and ask you to deposit your driver's license, or any other valid ID. Video footage is also being recorded via a CCTV system installed in all campus entry and exit points.

WHY WE COLLECT THEM

While we collect the data primarily as a security measure, they also help us investigate reported violations of University policies and other applicable laws, and generate statistics useful for planning and service improvement purposes.

HOW WE USE, STORE, AND RETAIN THEM

Your data are kept in a place inside the University where at least one security personnel is on-duty 24/7. Only authorized University and security personnel have access to them.

We dispose of the log-books two (2) years from the date of collection, unless required by law to retain them for a longer period. CCTV footages, on the other hand, are stored for thirty (30) days before being automatically deleted. We do NOT transfer or share your personal data with other persons or organizations, unless required or permitted by law.

HOW YOU MAY EXERCISE YOUR RIGHTS

You have rights under the law regarding your personal data. Should you wish to exercise them, or if you just happen to have some questions, you may contact the University Data Protection Office at udpo@uspf.edu.ph, landline number +63 32 414-8773, local 212/124 or at 09189673395.

Thank you and we hope you enjoy your stay!



JOERIZ B. ARNEJO, MBA, CDPO



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Qualification
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APPROVED BY:



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