

PRIVACY POLICY AND TERMS OF AGREEMENT

1. Introduction

Welcome to the University of Southern Philippines Foundation. This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, disclose and transfer, including your personal data. If you are the parent/legal guardian of an applicant, student, or alumnus who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). In line with this, we will cooperate fully with the National Privacy Commission (NPC) when it goes about its work of implementing the DPA. Like the NPC, we are also committed to striking a balance between your personal privacy, which is important to us, and the free flow of information, especially when this is necessary to uphold our legitimate interests, and to effectively 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. Among them, the first two are typically used to distinctively identify you. For the exact definitions of these terms, you may refer to the text of the DPA. You should also note that while we give examples here to explain this Policy in simple and clear language, these examples do not make up an exhaustive list of all the data that we process.

2. Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

- a. **Information you provide us during your application for admission.** When you apply with us for admission, we collect directory information, like your name, email address, telephone number, and other contact details. We also collect data about your personal circumstances, such as your family history, previous schools attended, academic performance, disciplinary record, employment record, medical record, etc.
- b. **Information we collect or generate after enrolment and during the course of your stay with us.** After you join the University, we may also collect additional information about you, such as:
 - a your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;
 - b co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance;
 - c 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

- d 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 cameras installed within school premises.
- c. **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 privacy. If it is related to our legitimate educational interests, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will assume that you have obtained the consent of such individuals before providing us with their personal data.

3. 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:

- a. establishing and maintaining student Academic information Management systems (AIMS);
- b. evaluating applications for admission to the University;
- c. processing confirmation of incoming or transfer students in preparation for enrollment;
- d. recording, generating, and maintaining student records of academic, co-curricular and extra-curricular progress;
- e. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays and presentations;
- f. recording, generating, and maintaining records, whether manually, electronically, or other means, of class attendance and participation in curricular, co-curricular, and extracurricular activities;
- g. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
- h. processing scholarship applications grants and other forms of financial assistance;
- i. investigating incidents that relate to student behavior and implementing disciplinary measures;
- j. maintaining directories and alumni records;
- k. compiling and generating reports for statistical and research purposes;
- l. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
- m. managing and controlling access to campus facilities and equipment;
- n. communicating official school announcements;
- o. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
- p. soliciting your participation in research and non-commercial surveys;
- q. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be either necessary for the performance of our contractual obligations with you, or necessary for our compliance with a legal obligation, necessary to protect your vitally important interests, including your life and health,

necessary for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or necessary for the pursuit of the legitimate interests of the University 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 and you can withdraw this at any time, unless otherwise provided by law.

Without your prior consent, we will not use your personal data to carry out any wholly automated decision-making process that affects you.

4. 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 to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may share, disclose, or transfer your personal data for purposes such as:

- posting of acceptance to the University, awarding of financial aid and merit scholarship grants, class lists, and class schedules, online, in school bulletin boards or other places within the campus;
- 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 University, to promote your best interests, or to protect your health, safety, and security, or that of others;
- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants, and other forms of assistance;
- publishing of scholars' graduation brochure for distribution to donors, funders, or benefactors;
- 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., Commission on Higher Education, Bureau of Immigration, etc.), when required or allowed by law;
- sharing information with entities or organizations (e.g. Philippine Association of Colleges and Universities Commission on Accreditation for accreditation and university ranking purposes);
- sharing information with entities or organizations (e.g., Cebu Schools Athletic Foundation, Inc.) for determining eligibility in sports or academic competitions, as well as other similar events;
- complying with court orders, subpoenas and/or other legal obligations;
- conducting internal research or surveys for purposes of institutional development;
- 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 academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
- sharing general (not individual) statistical information on entrance exam performance to senior high schools, upon their request, for evaluation of their curriculum;
- 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 events;
- publishing communications with journalistic content, such as news information in University publications, and social media sites.

5. How We Store and Retain Your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University and its different units or offices. Access to your personal data is limited to University personnel who have a legitimate interest in it for carrying out their contractual duties. Rest assured, that our use of your personal data will not be excessive.

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

6. Your Rights with Respect to Your Personal Data

You have rights under the law regarding your personal data. Should you wish to exercise these, or if you have some questions relating to the University's data protection efforts, you may contact the University Data Protection Office through the following:

Questions, Complaints / Security Incidents: udpo@uspf.edu.ph

Landline: 414-8773 Loc 218

Website: uspf.edu.ph

Address: Salinas Drive, Lahug Cebu City | University of Southern Philippines Foundation

7. Changing This Privacy 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.

8. Other University Policies

Other policies of the University, which are not inconsistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.

UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION

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TERMS OF AGREEMENT

Please check the appropriate statement:

- I am the parent of the applicant/applicant 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 written and agree to be bound by them. I understand that the Policy and Terms refer to the personal data of my child/ward.

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 son's/ward's personal data.
- I understand that by applying for admission/registering my son/ward as a student of USPF, I am 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.
- By providing personal information to USPF, I am confirming that the data is true and correct. I understand that USPF 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 USPF other than what is set forth in this Agreement.
- Any issue that may arise in connection with the processing of my son's/daughter's/ward's personal information will be settled amicably with USPF 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: _____