

Privacy Notice

For students

*SAINT AUGUSTINE SCHOOL, INC.
DAANG AMAYA 3, TANZA, CAVITE*

SAINT AUGUSTINE SCHOOL, INC. values and respects your privacy. Pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012 the *SAINT AUGUSTINE SCHOOL, INC.* is mandated to provide you this notice of our privacy practices.

Who processes your information?

SAINT AUGUSTINE SCHOOL, INC. is the data controller of the personal information you provide to us. This means the School determines the purposes for which, and the manner in which, any personal data relating to students, their families are to be processed. The school principal acts as a Data Protection Officer for the school; he/she can be contacted at (046) 436-6532 or at sanagustin_shs@yahoo.com.

Why do we collect and use your information?

SAINT AUGUSTINE SCHOOL, INC. holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, and third parties. We collect and use personal data in order to meet our contractual obligations, legal requirements and legitimate interests set out in the Data Privacy Act of 2012 and relevant rules of Department of Education and the Education Act of 1982.

In accordance with the law, the personal data of pupils and their families are collected and used for the following reasons:

- Administer your admission and enrollment to the School;
- Register you in your subjects;
- Support learning and delivery of education;
- Monitor and report on student progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Assess you the necessary fees;
- Maintain student records;
- Communicate announcement, reminders, services, and information relating to the School and its events;
- Fulfill your request for services and materials;
- Contact you;
- Conduct surveys;
- Fulfill the contract with student and parents;
- Respond to subpoenas, court orders, and other legal processes;
- Facilitating Student grants and scholarship;
- Comply with legal obligations set forth by law or regulation; and
- Other lawful processing and use authorized under the RA 10173 or Data Privacy Act of 2012

DICES PRIVACY NOTICE

Which data is collected?

The categories of education information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information

While the majority of the personal data you provide to the school are mandatory, some are provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at *SAINT AUGUSTINE SCHOOL, INC.* and their families is stored in line with the school's Data Privacy Manual. In accordance with the law, the school does not store personal data indefinitely, unless required by law; data is only stored for as long as is necessary to complete the task for which it was originally collected. Your consent to such purposes(s) remains valid after any termination of our relationship with you or after graduation. Only authorized personnel of the School has access to these personal and sensitive information, the exchange of which shall be facilitated through email and hard copy. We will keep your personal information in a filing system depending on the nature of the data in accordance with the retention schedule of the school after which physical records shall be disposed of through shredding. *(Please see attached Retention Period Policy)*

Will my information be shared?

The school is required to share pupils' data with the DepEd and other government offices on a statutory basis. The school may also share pupils' personal information among the member schools of Diocese of Imus Catholic Education System for the purpose of improving the services of the Diocese.

SAINT AUGUSTINE SCHOOL, INC. will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Department of Education
- PEAC-FAPE

What are your rights?

Subject to the limitations provided under the law and the policies of School, as the owner of the personal and sensitive information, you have the right to request access to, and correction of, your personal information by sending us a written letter of request. You also have the right to suspend, withdraw or order the blocking, removal or destruction of your personal data from the School's filing system subject to the provisions of the law and School's policies. All requests for access or correction to Personal Information will be responded to in writing within a reasonable period of time.

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As part of this process we will verify the identity of the individual requesting the information prior to providing access or making any changes. The School may impose reasonable fee for any copies.

The School also respects your right to object to any uses or disclosures of your personal information that are *not* (a) required by law, (b) necessary for the fulfillment of a contractual obligation; or (c) required to meet a legitimate interest of the School as an educational institution. If you do object, we will work with you to find a reasonable accommodation.

Maintaining accurate personal information

The School is required to maintain the accuracy of your personal information and you have a shared responsibility in ensuring your personal information is correct, accurate, and complete. Please notify the Registrar of any changes to your personal information.

Changes to this Policy

The School may need to modify and amend this privacy notice from time to time to reflect our current privacy practices. We will inform you of material modifications to this policy in the future through sending the changes via email or mail.

Governing Law

This Privacy Policy, including all revisions and amendments thereto, is governed by the laws of the Republic of the Philippines, without regard to its conflict of law principles, which would require application of the laws of another jurisdiction.

If you have any questions about our policy or any complaint regarding the treatment of your privacy by us, please do not hesitate to contact us through our Data Privacy Officer.

The Principal / Registrar
sanagustin_shs@yahoo.com
(046) 436-6532

You are also entitled to contact the National Privacy Commission, the primary agency in charge with the enforcement of the Data Privacy Act.

National Privacy Commission
Address: 3rd Floor, Core G, GSIS Headquarters Bldg., Financial Center, 1308, Pasay, Metro Manila, Philippines
Phone: +63 2 517 7810
Email: info@privacy.gov.ph

DICES PRIVACY NOTICE

This is to certify that I, _____, (*father, mother, legal guardian) of _____ from Grade _____ Section _____, received the **DICES Privacy Notice** on _____.
Date

Received by:

Name and Signature of Parent/ Legal Guardian
Date: _____

* Encircle appropriate answer.
PLEASE RETURN THIS SLIP TO THE ADVISER.

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