

## **DATA PRIVACY NOTICE FOR STUDENTS APPLYING FOR ADMISSION**

FEU Alabang (FEUA) Admissions and External Relations Office is committed to protecting and upholding the rights of student applicants, including their right to keep personal information private. In compliance with Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and guided by the principles of transparency, legitimate purpose, and proportionality, this policy statement sets out the data-privacy rights of applicants in FEUA and describes the information that may be collected from them; the collection methods and timing of collection; the purposes for which the data may be used; the storage, transmission, and method of use of such data; the conditions under which data are shared with third parties; the data retention period; and the rules that govern the students' participation when they are asked to share their personal information.

### **Section 1. Identity of the Process Owner and its Services**

The Admissions and External Relations Office (AERO) manages the university's admissions processes, including student recruitment, applicant screening, and selection of students applying for admission to Senior High School and Tertiary Department in the university.

AERO also works closely with the Registrars Office, Information Technology Services Office (ITSO), Finance and Accounting Department, Senior High School Department, Tertiary Department, and Academic Services Department to ensure a smooth process and quality student experience of applicants during their admission process.

### **Section 2. Personal Data that are Collected**

The following personal data are collected:

- a) Personal details such as complete name, birth date, place of birth, sex at birth, birth order, gender identity, civil status, number of siblings, religion, awards received, and identification photos.
- b) Parents/guardians' information such as complete name, occupation, place of work, education credentials.
- c) Household information such as household size and gross family income.
- d) Contact information such as current and permanent address, email address, telephone number, mobile number.
- e) Pre-FEUA academic credentials and other relevant circumstances, former schools attended, academic performance, and disciplinary record.
- f) Other information for the purpose of designing and implementing proactive student services and programs may be collected when warranted, which will be specified in Consent Forms.

### **Section 3. Collection Methods and Timing of Collection**

The applicant's personal data are primarily collected and acquired in many forms. This may be through written records, photographic images, and digital/electronic means. The data are collected when students apply for admission to the university through online registration and accomplishing the printed application form, and when students proceed with their enrollment applications. The collection of data may also happen in survey of the students' preference of courses.

### **Section 4. Purposes for which Personal Data will be Collected and Used**

For the efficient admission process and management of school records, personal data are collected and used for the following purposes:

- a) evaluating the admission application of the student to the university.
- b) processing acceptance or confirmation of new students in preparation for enrollment.
- c) evaluating and processing of scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance.
- d) generating reports for research purposes such as exploring students' backgrounds and characteristics, etc.
- e) generating reports for intervention programs for better academic and campus experiences such guidance and counseling, language enrichment programs, academic support, etc.
- f) communicating admission-related, enrollment-related, and scholarship-related advisories, announcements, and activities.

### **Section 5. Storage and Transmission of Personal Information**

FEU Alabang Admissions and External Relations Office shall ensure that all collected personal data are stored in secured storage facilities to avoid unauthorized access to this sensitive personal information. Personal data are stored in physical and electronic systems with appropriate organizational, physical, and technical security measures.

Through coordination with ITSO, AERO shall ensure that only authorized staff shall have access to each student's personal information only for the purposes cited in Section 4.

Storage of personal data is through the Admission Portal and in cloud-based platforms that is managed by ITSO, subject to applicable laws and regulations and information security measures.

### **Section 6. Method of Use**

The collected data are processed in relation to the purposes and uses stipulated in Section 4. The term "processing" shall be subject to the same Definitions and Implementing Rules and Regulations as are found in the Data Privacy Act, which include collection, recording,

organization, storage, updating or modification, retrieval, use, consolidation, erasure, or destruction of data.

### **Section 7. Third-Party Transfer**

In accordance with the Data Privacy Act of 2012, AERO will use and transfer the collected data to provide efficient services to its stakeholders, primarily students. It may share the data with various offices within the university such as Registrar's Office, Finance Office, Senior High School Department, Tertiary Department and Academic Services Departments.

Sharing of individually identifiable personal data with third parties is prohibited unless the data subject expressly waives this restriction in writing and when the data subject personally applied for a scholarship grant from FEUA's external benefactors.

Data sharing and disclosure may happen in the following circumstances:

- a) posting of acceptance to the university.
- b) awarding of scholarship grants.
- c) sharing of data to external benefactors, donors, and organizations for scholarship purposes.
- d) sharing of accomplishments for promotional purposes.
- e) use of photos and other information to promote the university.

### **Section 8. Retention Period**

The personal information of the applicants will be retained for active use for a period of one year following the validity of their admission test results. For applicants who will not proceed with FEU Alabang, their personal information will be inactivated for archiving. On the other hand, personal information of those who will proceed with their enrollment will be retained in the databases of the university in perpetuity.

### **Section 9. Participation of Data Subject**

FEU Alabang warrants the following rights of the data subjects:

- a) have access to their personal data.
- b) receive notifications if there are changes to this Privacy Policy.
- c) have the option to request data erasure and disposal due to unauthorized processing upon the submission of a notarized written letter.
- d) be compensated due to suffered damages arising from inaccurate, incomplete, outdated, false, unlawfully obtained, unauthorized release, or unauthorized use of personal data based upon the findings of an investigation conducted by the University or by a duly authorized third party and provided that the process of investigation has been vetted by the concerned parties.

- e) have the right to rectify errors or inaccuracies in their personal data upon submission of necessary documents; and
- f) have the right to unsubscribe to the university mailing database.

For inquiries regarding the processing of personal information stated in this Privacy Notice as well as any concerns or complaints regarding data privacy, or the exercise of the rights of the students as a Data Subject under the Data Privacy Act, students may contact the Data Protection Officer at:

**The Data Protection Officer**

FEU Alabang

Wood District, Corporate Woods cor. South Corporate Avenues, Filinvest City, Alabang

Tel: (02) 8288-8338 FEU local 137

Email: [dpo@feualabang.edu.ph](mailto:dpo@feualabang.edu.ph)

For comments, students may also contact the Admissions and External Relations Office at [admissions@feualabang.edu.ph](mailto:admissions@feualabang.edu.ph) or call (02) 8288-8338 loc 116/117