



ASSUMPTA TECHNICAL HIGH SCHOOL
Sta. Monica, San Simon, Pampanga
School Year 2024-2025

PRIVACY NOTICE CONSENT FORM

ASSUMPTA TECHNICAL HIGH SCHOOL (ATHS) puts value to the privacy and security entrusted to us by our students and parents. ATHS is complying with the Philippine Republic Act No. 10173, also known as, the Data Privacy Act of 2012 (DPA) and its Implementing Rules and Regulations (DPA-IRR). We recognize the confidentiality of personal data and adhere to the general principles of transparency, legitimate purpose, and proportionality. This policy provides information on what data is gathered by ATHS and the purposes for which it is processed and used, and how it will keep this secure; and how it will be disposed when it is no longer needed.

This Privacy Notice may be amended at any time without prior notice, and such amendments will be notified to you via ATHS's website or by email.

WHAT WE COLLECT FROM YOU

We collect, acquire, or generate your personal and sensitive data in many forms. They may consist of written records, electronic application, face-to-face meetings and interviews, emails and telephone calls.

- Personal contact information, such as, name, addresses, telephone numbers, email addresses, and other contact details in relation to parents or guardians, next-of-kin, spouse and other family members
- Personal information, such as date and place of birth, nationality/immigration status, religion, language spoken, civil status, student ID, government-issued ID's, web information, recommendations and assessment forms from previous schools, etc.
- Family background which includes employment status of parent and/or guardian.
- Photographic data, video images, or any digital material
- Health records, psychological evaluation results, disciplinary records, and physical fitness information.
- Permanent Student Academic Records, including transcripts and the academic history of the student
- Financial and billing information
- Honors, awards and citations received.
- Student school works including submitted assignments, activities, etc.
- Information for and in relation to her/his co-curricular and extra-curricular activities such as outreach activities, membership in student organizations, community involvement, leadership positions and participation and attendance in seminars and competitions.

WHY WE COLLECT YOUR PERSONAL DATA

We use your personal data for the following purpose/s:

- Processing of admission application and student selection.
- Processing confirmation of incoming students and transfer students in preparation for enrollment
- Verifying authenticity of student records and documents.
- Processing of scholarship applications, grants and its on-going requirements.
- Processing of student's registration.
- Supporting the student's well-being and providing medical and psychological services and guidance and counseling
- Recording, generating and maintaining student records of academic, co-curricular and extra-curricular progress
- Processing and preparation of Home Visitations reports
- Maintaining Students' Directory.
- Monitoring and reporting on student progress; processing of evaluations, exam results, and grades.
- Sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations
- Monitoring and ensuring the safety of all students within the ATHS premise.
- Processing and generating statements of accounts.
- Processing of application for graduation.

INFORMATION SHARING

Personal data under the custody of ATHS shall be disclosed only to authorize recipients of such data. Otherwise, we will share your personal data with third parties, only with your consent, or when required or permitted by our policies and applicable law, such as with:

- providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission;

- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;
- disclosing students' information regarding academic, standardized test results and behavioral records to the registered parents' or guardians;
- 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., Department of Education) as may be required by law;
- publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, parents' portal, and social media sites;
- posting pictures of learners during school activities on school bulletin boards, website, parents' portal, and social media sites;
- posting institutional videos with the presence of learners on school website, parents' portal, and social media sites;
- providing anecdotal and counseling referrals for the purpose of psychological and behavioral intervention to the registered specialist/expert;
- The Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), a service organization which accredits academic programs that meet commonly accepted standards of quality education;

DATA TRANSFER

Where ATHS consider it necessary or appropriate, for the purposes of data storage, processing, or providing any service or product on our behalf to you, or implementing an academic linkage program, we may transfer your personal data to third parties inside or outside the Philippines, under conditions of confidentiality and similar levels of security safeguards.

SECURITY

We continuously implement organizational, technical, and physical security measures to safeguard your personal data.

Only authorized personnel have access to your personal data.

Should third parties require access to your personal data, we require some form of data sharing agreement with them, in compliance with the DPA and its IRR.

Your paper and digital files are securely stored employing organizational, physical, and technical security measures.

RETENTION OF INFORMATION

The School will retain your personal information indefinitely for historical and statistical purposes. In cases where a retention period is required by law, all records after such period will be duly and securely disposed of.

When your personal data is no longer needed, we take reasonable steps to securely destroy such information or permanently de-identify it, ensuring that this is no longer recoverable nor reproducible

YOUR RIGHTS

We recognize your rights with respect to your personal data, as provided by the DPA. If you have any questions or concerns on how we process your data, please communicate to the School's duly designated Data Privacy Officer.

You have the right to be informed, object to processing, access and rectify, suspend or withdraw your personal data, including, any such information held by third parties, with whom ATHS have a data sharing agreement; and be indemnified in case of damages pursuant to the provisions of the DPA and the DPA-IRR.

CONFORME

In this regard, I hereby give my consent to Assumpta Technical High School to collect, process, use and share my child's data in the pursuit of its legitimate interest as an education institution.

Date: _____

Name of Learner: _____ Grade Level: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____