

## **DATA PRIVACY CONSENT FORM**

### **STATEMENT OF PRIVACY POLICY**

Manila Central University (MCU) is committed to protecting the privacy of its data subjects and ensuring the safety and security of their personal data under its control and custody. This policy provides information on how MCU will collect, use, process, share, secure and dispose of personal data, in accordance with Republic Act. No. 10173, also known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

This Data Privacy Notice and Consent Form may be amended at any time without prior notice, and such amendments will be notified to you through MCU's website.

### **PRIVACY NOTICE**

#### **Information Collected**

We collect your personal data that include those you provide us during your application for admission, upon your enrollment and during the course of your stay with us, and after graduation as an MCU alumnus or alumna. This will include, but not limited to:

1. Names, addresses, telephone numbers, email addresses, and other contact details;
2. Personal information, such as date and place of birth, nationality, immigration status, religion, civil status, student ID, government-issued IDs, web and social media information, recommendations and assessment forms from previous schools, and other similar documents;
3. Family background, including information on parents, guardians, siblings, related MCU alumni;
4. Health records, psychological evaluation results, disciplinary records and the like;
5. Photographic and biometric data, such as photos, audio visual information, CCTV videos, fingerprints, handwriting, and signature specimens;
6. Academic or curricular undertakings, school works, including data from third party online learning and video recording tools, performance assessments and attendance records;
7. Financial and billing information;
8. Information to support student's well-being and to provide medical, dental services, and guidance counseling;
9. Co-curricular matters such as outreach activities, as well as extra-curricular activities such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, and programs, resumes, job interview forms; and
10. Any additional information provided to us by the student in the course of enrollment and after graduation.

## **Use of Information**

The personal information collected is used for MCU's legitimate purposes, such as but not limited to the following:

1. Evaluation of eligibility and processing for admission, scholarship, financial aid and enrollment in the University
2. Promoting, measuring, evaluating and validating academic progression, program of study, curricula Documentation of students' data
3. Research and support services
4. Posting of academic and non-academic achievements within the University premises and/or website
5. Processing of application for issuance of school records (Transcripts, Diploma, Certificates)
6. Processing of grades and generation of the statement of accounts
7. Processing of application for graduation
8. Alumni services
9. Evaluation for board examinations
10. Accreditation purposes
11. Public relations, marketing and promoting the University and other academic and non-academic activities
12. Providing library, research, community outreach, medical and dental services, alumni and other student support services
13. Career services including references, work and other placements
14. Safety and security of the MCU community

## **Information Sharing**

MCU will keep all personal information in strict confidence if not intended for public disclosure. There are instances, however, where we will share or disclose personal information pursuant to MCU's legitimate purposes. The purposes for which MCU may share or disclose your personal information include among others:

1. Posting of class lists and class schedules in school bulletin boards or other places within the campus;
2. Sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety, and security, or that of others;
3. Providing academic institutions, companies, business partners and linkages, government agencies, private or public corporations, organizations or the like, upon their request, with scholastic ranking and academic information, certification of good moral character, and the like for purposes of admission, student exchange, internships, further studies, and job placements and verification;
4. Sharing information to potential donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
5. Distributing the list of graduates and awardees during commencement exercises;

6. Reporting and/or disclosing information to the government bodies, agencies or the courts (e.g., Commission on Higher Education, Department of Education and Department of Education);
7. Sharing information for accreditation and university ranking purposes;
8. Responding to inquiries verifying that you are a bona fide student or graduate of the school;
9. Conducting research or surveys for purposes of institutional development;
10. Sharing your directory information to the schools' alumni association;
11. 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;
12. Sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools you graduated from or was previously enrolled in, upon their request;
13. Live-streaming of MCU events;
14. Service providers who perform services to help us support your learning and manage operations of our school;
15. Promoting the school, including its activities and events, through photos, audios, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
16. Publishing communications such as news information in MCU's publications, social media sites, and other news and media organization.

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

### **Storage and Retention**

Your personal data are stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University's different units or offices. Access to your personal data is limited to University personnel who have a legitimate interest in them to carry out their contractual duties. 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 a period.

### **Your Rights**

As provided by the Data Privacy Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can get in touch with our Data Protection Officer at the contact details below or at the National Privacy Commission at <https://privacy.gov.ph/>.

If you have further questions or concerns regarding your data privacy rights, this Consent Form, or any matter regarding the Data Privacy Act of 2012, you may contact our Data Protection Officer through the following details:

*The Data Protection Officer*

Trunkline #: +632 8364 1071 to 78 Local 186

Email Address: [dataprivacy@mcu.edu.ph](mailto:dataprivacy@mcu.edu.ph)

Write to: Data Protection Officer

MCU Campus, EDSA, Monumento, Caloocan City, Philippines 1400

## **PRIVACY CONSENT**

I have read MCU's Data Privacy Notice, understood its contents, and consent to the processing of my personal data as stated therein. As an applicant for enrollment or student of MCU, I give my written consent that MCU may collect and process my personal data as set out above and/or for other legitimate purposes.

In cases where my personal data was acquired by MCU from a third party, I warrant that such third party has been duly authorized by me to disclose my personal data to MCU pursuant to the purposes set out above. I also agree to comply with all reasonable requests of MCU to enable compliance with its obligations under the Data Privacy Act or other applicable laws, regulations and/or guidelines.

By providing personal data to MCU, I am confirming that the data are true and correct. I understand that MCU reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue and incorrect.

Any issue that may arise in connection with the processing of the personal information will be settled amicably with the institution before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

*\*This consent form shall be valid while you are an applicant, a student or an alumnus/alumna of MCU.*