



Saint Francis of Assisi College

LAS PIÑAS * TAGUIG * ALABANG * BACOR * DASMARIÑAS * SOUTHWOODS
SAINT ANTHONY SCHOOL – LOS BAÑOS * SAINT ANTHONY SCHOOL – LAS PIÑAS

PRIVACY NOTICE AND DATA PROTECTION

Pursuant to Republic Act No. 10173 (Data Privacy Act of 2012) and the Implementing Rules and Regulations promulgated by the National Privacy Commission, complying with the initiatives of the Commission on Higher Education and the Department of Education to implement the law in all schools, the following rules are hereby laid down for observance by all offices of Saint Francis of Assisi College and Saint Anthony School:

1. The School shall abide by the principles of transparency, legitimate purpose and proportionality in relation to collection, processing and retention of data of all employees and learners of the school. Personal data that we may collect, use, store and share (when required) about learners includes, but is not restricted to:
 - Contact details, contact preferences, date of birth, identification documents
 - Results of internal and external assessments
 - Scholastic records
 - Religious background or special educational needs
 - Details of any medical conditions, including physical and mental health
 - Attendance information
 - Photographs and videos
 - CCTV images captured in school

We may also hold data about learners that we have received from other organizations, including other schools, local authorities and the Department for Education.

2. When learners and employees are required to furnish information through standard school forms, including online forms, the information obtained will be used to:
 - Support learning
 - Monitor and report on learners' progress
 - Provide appropriate care
 - Assess the quality of our services
 - Carry out research
 - Comply with the law regarding data sharing
3. Every office that obtains or receives information from employees and learners of Saint Francis of Assisi College, must classify the information received into:

Classification	Restrictions
General	Publicly available
Sensitive	Available only to the office that needs the information and may be shared with another office only with the consent of the office heads.
Highly Confidential	Available only to the Department Heads and may not be passed on to any other office without the consent of the data-subject in writing.

Personal information about learners and employees will be kept while they are attending or employed in our school. It may also be stored beyond their attendance at our school if data is necessary to comply with legal obligations.

4. To assure the accuracy of data, the following rules shall be observed:
 - 4.1 No data shall be obtained, processed and retained from hearsay and from unverifiable resources.
 - 4.2 Every year the SFAC offices that store data students and employees must give such students and employees the chance to view their own data or to be informed of the contents of the databases of the school about them and to enter or to cause the entry of necessary corrections.

4.3 Any request for data correction shall be directed to the school's office heads.

5. Data or information that may compromise the safety and security of the data-subject such as residence, contact details, bank accounts, identity of children and schools or institutions attended by such children and the like shall always be considered "Highly Confidential".
6. All information and documents relating to pending administrative or disciplinary investigations or actions are classified as "Sensitive" and shall be available only to the extent needed for investigation or preparation of adequate defense.
7. The school may post, through social media accounts, website, etc. pictures /videos of students taken during official school activities, whether inside or outside the school, without prior consent from the students and parents/guardians.
8. Only individuals (parent/legal guardian) stated on the registration form can access personal information, secure documents and/or transact with the school, unless a signed authorization letter from the data-subject/parent/guardian and proper identification is presented by the proxy.
9. Any complaints must be officially directed to appropriate school officials. Posts through social media, websites, written, printed or in any form done by the learner, parent, guardian or employee that can directly or indirectly tarnish or ruin the reputation of the school and its employees may be ground for the termination of enrollment contract and possible filing of legal measures.
10. When any of the school officers discover any highly infectious or conditions such as HIV, Hepatitis, Tuberculosis, or the like, the data subject will be required to disclose such a condition himself or herself (or the learner's legal guardian) to the nearest unit of Department of Health, as well as to any of the school nurse so that the school can plan for the protection of the larger community.
11. Request for retrieval or request for data for the manifest purposes of finding fault against school officials, employees and learners is never a legitimate purpose. Where requests or demands for information are clearly part of "fishing expeditions", the requests or demands shall be denied.
12. The recordings of surveillance cameras or CCTV cameras are publicly available. No such surveillance cameras or CCTV cameras however may be installed where privacy is reasonably expected such as in comfort rooms or dressing rooms.
13. When records of any particular employee or learner are covered by a *sub poena duces tecum* directed to any school official, the data-subject shall be duly informed by the department head to which the court order was addressed, but in all cases, the court order shall be complied with.