



LAGUNA UNIVERSITY

Registrar's Office

Laguna Sports Complex, Brgy. Bubukal, Santa Cruz, Laguna
Tel. No. (049) 501-4360

**DATA PRIVACY CONSENT FOR
LAGUNA UNIVERSITY STUDENT-APPLICANTS, STUDENTS, AND ALUMNI**

Introduction

In compliance with RA 10173, or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and other relevant policies, including issuances of the National Privacy Commission, the Laguna University crafted its Privacy Notice, which can be accessed via its official website.

Laguna University respects and upholds data privacy rights and aims to comply with the requirements of the DPA. This policy ensures that all personal data collected from potential students, students, and alumni are processed, pursuant to the general principles of transparency, legitimate purpose, and proportionality, as stipulated in the Act.

Consent on Information Collected, Acquired, or Generated by Laguna University

I agree to the collection of my personal and privileged information in written form, photographic and video images, and digital material. Examples but is not limited to the following:

- **Information provided during my application for admission.**
 - (1) directory information, like name, email address, telephone number, and other contact details;
 - (2) data about your personal circumstances, such as family background, history, and other relevant circumstances, previous schools attended, academic performance, disciplinary record, employment record, and medical records; and
 - (3) any or all information obtained through interviews and/or during entrance tests or admission examinations.

- **Information collected or generated after enrolment and during the course of my stay with Laguna University.**
 - (1) academic or curricular undertakings, such as the classes I enroll in, scholastic performance, attendance record, etc.;
 - (2) co-curricular matters I may engage in, such as service learning, outreach activities, internship or apprenticeship compliance;
 - (3) extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and
 - (4) any disciplinary incident that I may be involved in, including accompanying sanctions
 - (5) other forms of data like pictures or videos of activities I participate in, via official documentation of such activities.

- **Unsolicited Information.** There may be instances when personal information is sent to or received by the University even without our prior request. In such cases, I understand that the Laguna University will determine if it can be legitimately kept. If it is not related to any of its legitimate interests, it will be immediately dispose of the information in a way that will safeguard my privacy. Otherwise, it will be treated in the same manner as information I have provided the University.

Should I supply the University with personal data of other individuals (e.g., person to contact in the event of an emergency), I will be requested by the University to certify that I have obtained the consent of such individuals before providing their personal data.

How The University Uses My Information

I agree that to the extent permitted or required by law, my personal data will be used in pursuit of legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. Details are as follows:

- evaluating applications for admission to the University;
- processing confirmation of incoming, transfer, cross-registering, or non-degree students in preparation for enrollment;
- recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress;
- recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, culminating or integrating projects, research papers, reflection papers, essays and presentations;
- recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities;
- establishing and maintaining student information systems via iLearnU.
- sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
- processing scholarship applications, grants, allowances, and other forms of financial assistance;
- responding to inquiries verifying that I am a potential student, student, and alumni of the University for scholarship and verification purposes;
- investigating incidents that relate to student behavior and implementing disciplinary measures;
- maintaining directories and alumni records;
- compiling and generating reports for statistical and research purposes;
- providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, campus mobility, safety and security;
- managing and controlling access to campus facilities and equipment;
- communicating official school announcements;
- sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
- soliciting your participation in research and non-commercial surveys sanctioned by the University;
- soliciting your support for University programs, projects, and events;

I agree that the processing of my personal data for these purposes are necessary for the performance of Laguna University's contractual obligations to me, for compliance with a legal obligation, to protect my vitally important interests, including my life and health, for the performance of tasks it carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of the University or a third party.

I understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and that Laguna University is fully committed to abiding by those rules.

If Laguna University will require my consent for any specific use of my personal data, it will be collected at the appropriate time.

I understand that Laguna University will not subject my personal data to any automated decision-making process without my prior consent.

How Laguna University Shares, Discloses, or Transfers My Information

I understand that utmost care and due diligence are practiced by the University in handling personal data. The University shall never share or disclose data to third-parties without prior consent from the data subjects. Whenever disclosure of data is necessary and permitted, the University will conscientiously reviews the privacy and security policies of the authorized third-party service providers or external partners. The University may also be required to disclose data in compliance with legal or regulatory obligations.

To the extent permitted or required by law, I understand that Laguna University may also share, disclose, or transfer my personal data to other persons or organizations in order to uphold my interests and/or pursue its legitimate interests as an educational institution. For example, Laguna University may share, disclose, or transfer your personal data for purposes such as:

- posting of acceptance to the University, awarding of financial aid and merit scholarship grants, class lists, class schedules, online and in school bulletin boards, or other places within the campus;
- sharing of personal data with my parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the University, in order to promote my best interests, or to protect my health, safety, and security, or that of others;
- sharing of some information to agencies/institutions for purposes of scholarship, grants, and other forms of assistance;
- distribution of the list of graduates and awardees in preparation for and during commencement exercises;
- providing academic institutions, government agencies, companies, private or public corporations or the like, upon their request, with scholastic ranking information or certification of eligibility to transfer for purposes of admissions or employment;
- reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, etc.), when required or allowed by law;
- sharing of information with entities or organizations (e.g. ALCUCOA and ISO 9001:2015 Certifying Agency) for accreditation and certification purposes;
- sharing of information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events.;
- complying with court orders, subpoenas, and/or other legal obligations;
- conducting internal research or surveys for purposes of institutional development;
- 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;
- sharing academic accomplishments or honors and co-curricular or extra-curricular achievements with schools I graduated from or were previously enrolled in, upon their request;
- use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
- live-streaming of University events;
- publication of communications with journalistic content, such as news information in University publications, and social media sites;
- providing information such as class lists and photos to partner hospitals, local health centers and other similar organizations, in the case of Midwifery students that rotate in these institutions as part of the medical curriculum.

How Laguna University Stores and Retains My Information

I understand that my personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University and its different units or offices. Access to my personal data is limited to University personnel who have

a legitimate interest in them for the purpose of carrying out their contractual duties. I am confident that use of my personal data will not be excessive, and shall be limited to that which is necessary to achieve the purpose of their collection, and/or only when permitted by law.

I understand that Laguna University uses reasonable efforts to secure electronically collected Personal Information, such as the use of fire wall system.

I understand that Laguna University will retain relevant personal data indefinitely for historical and statistical purposes unless otherwise provided by law or by appropriate University policies. Where a retention period is provided by law and/or a University policy, all affected records will be securely disposed of after such period.

My Rights with Respect to Your Personal Data

I understand that Laguna University recognizes the potential students, students, and alumni's rights with respect to personal data as provided by the Data Privacy Act of 2012. Should I or my parent/guardian (for students below 18 years old) or anyone of its data subjects decide to exercise any of these rights, the University will consider such action and address the same in accordance with the law.

Should I have concerns or questions with respect to data subject rights, this Data Consent, the Data Privacy Notice, or any matter involving the institution's data privacy, I may contact the Data Privacy Officer of Laguna University at the following:

Laguna Sports Complex, Brgy. Bubukal, Santa Cruz, Laguna
Landline: (049) 501-4360/ (049) 576-4359
Email: info@lu.edu.ph

Changing This Privacy Notice

I understand that Laguna University may need to modify, amend, or make changes to this privacy notice from time to time to reflect the University's current privacy practices. On such occasions, the institution will notify all data subjects of material modification to this Privacy Notice through the school's official website, iLearnU, and when permissible, other means of communication. If the institution shall make any changes to this data privacy consent, the date below shall be changed and reflect when the said policy is updated.

Last Updated: August 25, 2021

Conforme:

Signature Over Printed Name

Date: _____