



DATA PRIVACY CONSENT FORM (For students and parents)

I. Policy Statement

St. Benedict Childhood Education Centre (SBCEC) is committed to protect your personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

II. Scope

This applies to personal information of students and parents maintained, used, processed and/or kept in custody by SBCEC.

III. Personal information

A. Kind of personal information

SBCEC collects personal information from its past, present and future students and parents. The said information, which may consist of records (written or digital), photographic or video images, covers the following:

1. Full name, residential address, email address, contact numbers, and other contact details;
2. Date of birth, place of birth, nationality, immigration status (when applicable), and religion;
3. Family history including data of parents, guardians, and siblings;
4. School records of students from previous school(s) attended;
5. Permanent records, including academic record, of students in SBCEC;
6. Records of health including medical history, diagnosis of illness or disability, psychological assessment, disciplinary, guidance assessment, and physical fitness;
7. Data collected on students' academic and co-curricular performances or activities;
8. Data created by the student, parent or teacher with the use of technology including email accounts, online bulletin boards, and work performed with an educational program or application;
9. Billing and other financial information.

B. Ways of collecting personal information

The personal information is collected in several ways:

1. When applying to study at SBCEC;
2. When expressing interest in studying at SBCEC;
3. Upon enrolment including the completion of application forms, enrolment forms and of admission process or processes;
4. During the entire academic life of the students in SBCEC;
5. Throughout the learning process of the students in SBCEC using online platforms, learning management systems, online grade books and communication or collaboration tools;
6. When making inquiries or communicating with SBCEC;
7. Other ways by which you interact with SBCEC as a student or as a parent or in behalf of a student.

C. Use and processing of personal information

The collected personal information may be used for the following purposes:

1. Evaluation of applications for admission to SBCEC;
2. Admission with SBCEC;
3. Enrolment with SBCEC;
4. Assessment(s), test(s), assignment(s), quiz(es), other learning activities, online learning and other authorized platform(s), graduation, and other activities at SBCEC such as library, medical examination, and counseling;
5. Academic and non-academic deliberations, performances and evaluations of students at SBCEC including class attendance, participation, sharing of grades among faculty members and with those who are legally authorized;
6. Support services such as legal services, financial management, health, sports, parking in the campus, safety, security, and access to SBCEC and its facilities including monitoring through CCTV, information technology, and emergency response(s);
7. Disciplinary investigation(s), disciplinary action(s), and implementation of measure(s) or sanction(s) appropriate thereto;
8. School communication(s) and/or advisory(ies);
9. Reports for statistical and research purpose(s);
10. Faculty and staff development and research program(s);
11. Sharing marketing and promotional materials of school functions, events and activities;
12. Participation in research activity(ies) and/or survey(s);
13. Announcement(s) of academic or co-curricular achievements, honors, or awards;
14. Directories and/or alumni relations;
15. Other purpose(s) allowed by law.

D. To whom the personal information may be shared

SBCEC may share the personal information in accordance with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012. This will include the following:

1. Posting of official class lists or schedules;
2. Provide parents or, in their absence, those authorized by law, including administrators and authorized teachers or employees, about the student's performance, health, safety, security and other concerns which are for the best interest of the students;
3. Provide academic institutions, companies, entities, and proprietors for purposes of scholastic ranking information or a certification of good moral character, upon request, for the purpose of admission;
4. Publication or posting of graduates and awardees during graduation and other academic or non-academic exercises;
5. Sharing for accreditation and school ranking purposes;
6. Sharing academic or non-academic accomplishments, honors, awards;
7. Conduct of research for institutional development;
8. Sharing directory information with SBCEC alumni association(s);
9. Publication or posting of achievements, honors, awards (academic or non-academic), in the campus or official school website;
10. Promotion of the school, its activities and events, through photos, videos, brochures, website, newspaper, and other media including live-streaming;
11. Sharing with companies, entities, proprietors that provide student information systems, learning management systems and other technologies and which have appropriate protections in place for personal information;
12. Compliance with court order(s) or those with legitimate transaction(s) or matter(s) with SBCEC in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.

E. How is the personal information stored/retention period

SBCEC adopts appropriate measures in storing your personal information against loss or unauthorized access or disclosure. Access to such information is limited to school administrator, teacher or personnel who has lawful purpose or purposes and in accordance with official functions.

The personal information may be stored in printed or electronic data in SBCEC's School Management System or other authorized repositories.

The retention period shall be the one provided by law and your personal information, upon request, will be properly disposed of after the said period.

IV. Person to contact

You have the right to ask a copy of any personal information as well as to ask for it to be corrected if it is wrong. To do so, you may directly contact SBCEC's Data Protection Officer by mail (registered or through private courier), fax or email, at the following details:

The Data Privacy Officer
St. Benedict Childhood Education Centre
F. Cabahug St., Kasambagan, Cebu City 6000
Telephone No. (032) 2668503
Fax No. (032) 2668501
Email: dfo@sbcec.edu.ph

You may also contact the said Data Protection Officer should you have concerns about SBCEC's policy on data privacy, your personal information or about this form.

V. Review and changes

SBCEC, whenever necessary, will regularly review this form and reserves the right to revise, change or modify them at any time. Any revision, change or modification will be posted in its official website and will also be made appropriately here.