

# PRIVACY NOTICE

The **CATANDUANES STATE UNIVERSITY** is committed to protect and respect the personal data privacy of data subjects. This serves to notify data subjects on the data processing activities of the University and the purposes and extent of processing.

## 1. Service Description

The Catanduanes State University processes personal information to pursue its mandates under existing laws and regulations to primarily provide advanced education, higher technological, professional instruction and training in various fields of study, and to undertake its research and extension services.

## 2. Personal Data Collected

CatSU collects the following Personal Information:

- *Personal details* such as name, birth, gender, civil status and affiliations;
- *Contact information* such as address, email, mobile and telephone numbers;
- *School records* such as personal and academic records, baptismal and birth certificates, medical certificates, academic reports, guidance reports, disciplinary records, alien certificate for foreign students, individual financial records;
- *Employee records* such as government-issued numbers i.e. government service insurance system number, social security numbers, position, functions, licenses, tax returns, Statement of Assets, Liabilities and Net Worth, employment/service record and suspension or revocation;
- *Applicant information* such as academic background and previous employment;
- *Medical information* such as physical, psychiatric and psychological information, previous or current health/medical records
- *Guest/Visitor's information* such as name, age, address, contact number, purpose and affiliations.

### **3. Collection Method**

CatSU collects both personal information and sensitive personal information by lawful means and for a lawful purpose with the consent of Data Subjects physically through printed forms, attachments, and other documents required by the University, its academic units and administrative officer. Personal data may likewise be collected electronically through electronic forms via email, or inputting of information directly by the data subject or by the concerned faculty, staff, Research, Extension and Professional Staff, or agents or representatives of the University.

### **4. Timing of Collection**

CatSU collects personal and sensitive personal information on the onset of the transaction with the CatSU personnel such as upon application of the student, faculty, staff or other data subjects; or before the commencement of the engagement of the student, faculty, staff, personnel, or other data subjects. CatSU likewise collects information specific to an action or decision that t

### **5. Purpose of Collected Personal Information**

CatSU, as an educational institution, collects and processes personal information primarily for educational purposes of the students and employment purposes. This includes monitoring of academic activities as well as extracurricular activities of students, and monitoring of employees.

CatSU may likewise use personal information that are necessary for the following purposes:

1. Purposes necessary for CatSU to perform its obligations, exercise its rights, and conduct its associated functions as a higher education institution;
2. Purposes to pursue the mandates of CatSU under existing laws and regulations;
3. Purposes to perform acts and decisions necessary for CatSU to manage and administer its internal and external affairs as a juridical entity with its own rights and interests;
4. Compliance with legal, regulatory, administrative or judicial requirements including audit, reporting and transparency requirements;
5. Purpose specific to CatSU students, employees, personnel, and officers including but not limited to the monitoring of the current administrative or disciplinary standing, financial condition (for scholarship purposes) or the health and psychological wellness of students and employees (for health purposes)

The CatSU website uses cookies for the purpose of remembering user preferences, managing login sessions, tracking user behavior, and personalizing content.

## **6. Storage, Location, Transmission, and Transfer of Personal Information**

The University ensures that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. Physical records are generally stored in arch folders, file box, folders or envelopes in drawers/cabinets under lock and key. Electronic records are stored in servers managed by various units and offices of CatSU or in cloud storage protected by passwords and can be accessed only by authorized personnel.

Personal Data are transmitted and transferred only by authorized personnel and in accordance with Chapter III of the Data Privacy Act of 2012 and Rule V of its Implementing Rules and Regulations.

## **7. Method of Use**

Authorized University personnel are only allowed to access, use and process the personal information for legitimate purposes of the University and/or that which is stated in the privacy statement contained in the forms or documents signed by the Data Subject.

As an educational institution, personal information shall be collected primarily for educational purposes of the students and employment purposes. CatSU shall ensure that there is no manipulation of personal data and that the same shall not be used against any individual.

Sensitive personal information may not be disclosed or processed, except in any of the following cases:

- a. Content is given by data subject, prior to the processing of the sensitive personal information or privileged information, which shall be undertaken pursuant to a declared, specified, and legitimate purposes of the University.
- b. The processing of the sensitive personal information provided for by existing laws and regulations, such as medical history to be disclosed by the student as part of the monitoring of the health of the student, provided that said laws and regulations do not require the consent of the data subject for the processing, and, guarantee the protection of personal data.

- c. The processing is necessary to protect the life and health of the data subject or another person, and the subject is not legally or physically able to express his or her consent prior to the processing.
- d. The processing is necessary to achieve the lawful and non-commercial objectives of public organizations and their associations provided that:
  - i. Processing is confined and related to the bona fide members of these organization or their associations;
  - ii. The sensitive personal information are not transferred to third parties; and
  - iii. Consent of the data subject was obtained prior to processing.
- e. The processing is necessary for the purpose of medical treatment: *Provided*, that it is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal data is ensured; or
- f. The processing concerns sensitive personal information or privileged information necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority pursuant to a constitutional or statutory mandate.

CatSU uses Personal Data proportionately as necessary for its legitimate purposes in accordance with the Data Privacy Act of 2012, issuances of the National Privacy Commission, the National Archives of the Philippines Act of 2007, issuances of the National Archives of the Philippines, CatSU Data Privacy Manual, and policies, rules and guidelines of CatSU.

## **8. Retention Period**

CatSU retains personal data in accordance with the CatSU Records Management Manual and the periods set in CatSU retention policies, pertinent laws, rules and regulations and, the National Archives of the Philippines, and other government agencies.

After said period, all hard and soft copies of personal information are disposed and destroyed, through secured means in accordance with the Records Management Manual of CatSU.

## **9. Participation of Data Subject**

Every data subject has the following rights to:

1. Right to be informed;
2. Right to object subject to CatSU's possible consequent failure to conduct or render academic, administrative and other functions or services;
3. Right to access;
4. Right to rectification;
5. Right to erasure or blocking of Personal Data which are not part of CatSU's public records as an instrumentality of the government or as a public higher education institution; and
6. Right to damages which is subordinate to the non-liability of CatSU arising from the incidental damages due to CatSU's pursuance of its mandates or compliance with legal obligations.

## 10. Inquiries

Inquiries and concerns on data privacy may be directed to the CatSU Data Protection Officer:

- Address: Catanduanes State University, Main Building, Calatagan Proper, Virac, Catanduanes 4800
- Phone: 09086986268
- Email: [dpo@catsu.edu.ph](mailto:dpo@catsu.edu.ph)

## 11. Definitions

- **Authorized personnel** – refers to employees or officers of the University specifically authorized to collect and/or to process personal information either by their function of their office or position, or through specific authority given in accordance with the policies of the University.
- **Consent of the data subject** – refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal sensitive personal, or privilege information. consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so.
- **Data subject** – refers to an individual whose personal, sensitive personal, or privileged information is processed. for purposes of this Manual, students, employees and third parties whose information is being collected

and processed by the University (i.e. applicants for admission or employment, former students or alumni whose records are required by law to be kept and maintained by the University). The data subjects have the right to be informed and object or complain, right to access their individual information, and the right to correct, rectify or block any erroneous or false information.

- **Data Privacy Officer or DPO** – refers to the University officer designated to monitor and ensure the implementation of the Data Privacy policies of the University. The DPO is also the de facto head of the Data Privacy Response Team.
- **Data Privacy Response Team** – refers to the group of persons designated to respond to inquiries and complaints relating to data privacy and to assist in the monitoring and implementation of the Data Privacy policy of the University. The University Data Privacy Response Team is composed of the Data Privacy Officer, the Personal Information Controllers and the Personal Information Processors.
- **Data Sharing** – is the disclosure or transfer to a third part of personal data under the custody of a personal information controller or personal information processor. In the case of the latter, such disclosure or transfer must have been upon the instructions of the personal information controller concerned. The term excludes outsourcing, or the disclosure or transfer of personal data by a personal information controller to a personal information processor.
- **Personal Data** – refers to all types of personal information collected and processed by the University from the data subjects.
- **Personal Data Breach** – refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.
- **Personal Information** – refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- **Processing** – refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use,

consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system.

- **Privacy Statement** – is a notification or statement, in the format specified under Section 5.1 (i) of this Manual provided to an individual informing them of the use and purpose for collecting or processing the information, and/or which allows such individual to consent to such processing of information.
- **Privileged information** – refers to any and all forms of data, which, under the Rules of Court and other pertinent laws constitute privilege communication.
- **Security Incident** – is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It included incidents that would result to a personal data breach, if not for safeguards that have been put in place;
- **Sensitive personal information** – refers to personal information about:
  - a. an individual’s race, ethnic origin, marital status, age, color and religious, philosophical or political affiliations.
  - b. an individual’s health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings.
  - c. issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denial, suspension or revocation, and tax returns.
  - d. Specifically established by an executive order or an act of Congress to be kept classified.
- **School records** – refer to the records of students of all acts, events, accomplishments, results or research and all documents depicting the various activities of the students. This include but are not limited to the following:
  - a. Personal and academic records of the student
  - b. Baptismal and Birth Certificates
  - c. Academic reports
  - d. Medical and guidance records
  - e. Disciplinary records
  - f. Alien Certificate for foreign students

- g. Individual financial records (i.e. individual tuition fee payments, balances, Income Tax Return, etc.)
- h. Other records required

- **University Personnel** – means all employees (regardless of the type of employment or contractual arrangement) of the University.