



Adventist University of the Philippines

PRIVACY STATEMENT

The Adventist University of the Philippines (AUP) is committed to the privacy, protection, security, and accuracy of Personal Identifiable Information (PII) collected from its clients (e.g., students, student applicants, alumni, job applicants, employees) as mandated by Data Privacy Act of 2012, also known as the Republic Act No. 10173, and its Implementing Rules and Regulations as prescribed by the National Privacy Commission. As an educational institution, we value your individual rights of privacy as we undertake the processing of your personal data with consideration to the principles of transparency, legitimate purpose, and proportionality.

This Privacy Notice will guide you, our stakeholders, in understanding the types of personal data we collect, the purpose and methods of collection, use, storage, processing, and disposal, your rights as a data subject, and the ways by which to contact us.

1. PERSONAL INFORMATION WE COLLECT

In the Data Privacy Act, **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. As for **sensitive information**, it refers to an individual's race, ethnic origin, marital status, age, color, and religious, philosophical, or political affiliations; an individual's health, education, the genetic or sexual life of a person, or any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings; issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and specifically established by executive order or an act of Congress to be kept classified.

After willfully giving your **consent**, the following personal and sensitive personal information such as full name, home address, contact details, previous school attended, academic performance, family background, etc. are collected either manually or electronically:

A. STUDENT APPLICANTS: (Incoming Freshmen, Transferees, Graduate Students)

- Personal Information
- Information shared during entrance or admission examinations
- Information obtained during interviews
- Photograph

Documents:

- Original Form 138/High School Report Card/Transcript of Records
- Birth Certificate
- Marriage Certificate (if married)
- Certification of Good Moral
- Certificate of Eligibility to Transfer (Transferee & Graduate Students only)
- Passport Bio-page (Foreign Students)
- Other relevant documents

B. STUDENTS:

- Student's academic and curricular undertakings, subjects enrolled, academic performance, attendance record, medical record
- Statistical information such as institutional/academic ranking, performance in admissions/aptitude tests
- Co-curricular and/or extracurricular activities such as membership in student organizations, leadership positions, participation in spiritual and outreach activities (in and off-campus involvement)
- Internship/on-the-job training programs
- Other relevant documents

C. ALUMNI:

- Student's academic records and curricular undertakings, academic performance
- Current and previous employment record
- Contact details
- Other relevant documents

D. JOB APPLICANTS:

- Cover Letter
- Biodata / Curriculum Vitae
- Candidate Information Sheet
- Information obtained during interviews
- Other relevant documents

E. EMPLOYEES:

- Birth Certificate
- BIR Taxpayer Identification Number
- PAG-IBIG Number
- PHILHEALTH Number
- SSS Number
- Other relevant documents

2. PURPOSE OF DATA PROCESSING & USAGE

Personal Information that is collected and acquired during the whole duration of study at AUP is intended for admission, registration, and enrollment, and some related student services transactions such as but not limited to Student Services, Health Services, Guidance Services, Scholarships and Financial Assistance, Accommodations in Dormitories/Guest Houses, Library Services, Information and Communications Technology, Food Service, Alumni Relations, Job Search and Placement, Student's Checklist/ Grades, Community Extension Services, Research Technical Services, Accounting/Finances, and Accreditation purposes.

3. METHODS OF DATA COLLECTION AND USE

AUP, generally, collects and uses personal information gathered from student applicants, currently enrolled students, alumni, and job applicants through electronic or paper-based forms, college/departmental meetings/convocations, and/or interviews. It may also generate personal information through other means such as but not limited to photos and videos of activities, via official documentation, digital recordings from closed-circuit television (CCTV) cameras installed in different strategic locations on the campus for security purposes.

Personal information is also asked for when students avail themselves of our University's Online Services such as internet, e-mail, AOLIS, myAUPlifebook, and iStudy, our official Learning Management System (LMS) for the ungraduated and graduate levels.

4. PROTECTION MEASURES with regards to Processing, Storage, Retention, Disclosure, and Disposal of Personal Data

Personal information collected and stored in print and electronic formats will be processed, used, stored, retained, disclosed, and disposed of to the extent required or permitted by law, to pursue its legitimate purposes as an educational institution. Access to this PII is limited to university personnel who have legal liability and legitimate responsibility in carrying out official duties. Only authorized AUP employees will handle and regulate personal information with strict confidentiality and security.

When we engage with third-party processors/controllers to process personal data on our behalf (e.g., job placement, career advancement, employment pooling, marketing, non-government entities), we will have duly signed Data Sharing Agreement whereby there is sufficient guarantee that our data subjects' personal information is safeguarded accordingly.

The retention of personal information is based on relevant laws and/or University policies. Where a retention period is provided, all affected records will be securely disposed of after a period of time.

5. RIGHTS OF OUR CLIENTS

AUP acknowledges your rights with respect to your personal information as laid down by the DPA of 2012. To freely exercise these rights in relation to this Privacy Notice, you may visit <https://www.privacy.gov.ph/know-your-rights/>

6. REVISIONS TO THE PRIVACY NOTICE

This Privacy Notice will be updated from time to time. Any changes to this Privacy Notice will be posted on our website.

7. CONTACT US

For any questions, concerns, or complaints regarding the way we manage your personal information, please contact the Data Privacy Office of Adventist University of the Philippines at dpo@aup.edu.ph or call us at **049-541-1211** *Local 1211*.

Last Updated: **4 July 2022**