



DATA PRIVACY AGREEMENT

St. Vincent School (SVS) respects the individual's right to privacy. Thus, SVS is committed to comply with the Philippine Data Privacy Act of 2012 (RA 10173) in order to protect your personal data. SVS will not release or sell personal data it collects and processes to any third party without consent or if contrary to law, morals, or public policy.

This Agreement explains the purpose and extent of processing of your data. It also explains the measures in place to protect your data and the rights that you may exercise towards the same.

According to RA 10173, collection and processing of Personal Information is allowed: (1) upon receiving consent from you, the data subject, prior to or as soon as practicable; (2) in order for the data subject to become a party to a contractual agreement; (3) when it is necessary for SVS to comply with a legal obligation; (3) in order for SVS to protect your vitally important interests, like your life and health; to respond to a national emergency, public order, and safety; (4) fulfill the functions of public authority or pursuant to the legitimate interest of SVS or a third party, except where such interests are overridden by your fundamental rights.

On the other hand, Sensitive Personal Information may only be processed: (1) upon prior consent of the data subject, which shall be undertaken in relation to a declared, specified, and legitimate purpose; (2) if there are existing laws and regulations that do not require the consent of the data subject for the processing while guaranteeing the protection of personal data. For example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. (3) Processing may also be done to protect the life and health of the data subject or that of another individual and the data subject is not legally or physically able to express his or her consent prior to the processing like in the case of an emergency medical treatment; (4) for the protection of lawful rights and interest of natural or legal persons in court proceedings; and (5) for the establishment, exercise or defense of legal claims.

The term you/your, refers to the parents/guardian who fill-out and sign the registration forms on behalf of their children/ward who are students of SVS, including those are applying, graduating, and transferring. In the case of students who are 18 years old, the term refers to themselves as students.

The term St. Vincent School/SVS refers to its schools physically located at 99 West Avenue, Quezon City; 126 Maginhawa Street, Teachers Village, Quezon City; and Sto. Tomas, Sasmuan, Pampanga.

PURPOSE OF DATA COLLECTION

SVS collects, maintains, and uses the student's personal information to process application, registration, enrolment, and administration to ensure that you gain access to facilities and services necessary for learning.

SVS collects, maintains, and uses the student's sensitive information to determine their program eligibility and physical fitness; to uphold their right to freedom of religion as a non-sectarian school; to endorse the student for government or privately sponsored subsidies.



Below are other specific purposes where your personal data shall be used:

1. Process application and enrollment.
2. Maintain and update student records and academic progress.
3. Manage and evaluate character and behavioral progress.
4. Maintain, update, and evaluate student attendance.
5. Assessment and accounts management.
6. Provide access to the campus, facilities, including access to the SVS online service subscriptions.
7. Participation to online communication and video conference platforms.
8. Access to online parent enrolment and grades viewing portal and online learning management system.
9. Marketing and publicity.
10. Inclusion in receiving official school announcements and communications, including recognition of academic and/or extra-curricular achievements in physical announcement boards, official website, and social media sites.
11. Conducting guidance services.
12. Conducting research including statistical or historical data to improve programs, services, and facilities.
13. Evaluate and process for endorsement for Scholarships.
14. Participation in Recognition, Moving-up, Graduation activities.
15. Participation in school recognized competitions.
16. Participation in required work immersion and community engagement.
17. Processing of clearances to release student of deficiencies.
18. Processing of student applications to secondary schools, senior high schools, or higher education institutions.
19. Responding to background checks or verifications for employment, travel requirements or school transfers.
20. Maintaining alumni records and directories.
21. Complying with reportorial requirements of government agencies, particularly but not limited to the Department of Education, Private Education Assistance Committee (PEAC), Bureau of Immigration.

COLLECTION METHODS

SVS collects data manually as written records and/or electronically through photographic images, video images, and or digital forms. During instances where SVS electronically collects data from you, SVS uses the applications Google Forms or MS Forms, which will be communicated on the school website, www.stvincentschool.edu.ph or the school's learning management system, MS TEAMS. The Data Privacy Policy of these applications are below:

Google Forms: <https://policies.google.com/privacy?hl=en-US>

MS Forms: [Microsoft Privacy Statement – Microsoft privacy](#)



PERSONAL INFORMATION COLLECTED

Student Personal Information includes the following:

1. Name
2. Contact information
3. Records from previous educational institution/s attended
4. Grade level/s completed, and dates completed.
5. Awards/Honors/Scholarships/Subsidies received
6. Photograph, video images, audio recordings including those from online class recordings or closed-circuit television (CCTV).
7. Class schedules and dates of attendance.
8. Parent's/Guardian's Name
9. Parent's/Guardian's Contact Information.
10. Family Background including personal data of family members.

SENSITIVE PERSONAL INFORMATION COLLECTED

Student Sensitive Personal Information includes the following.

1. Gender
2. Date of Birth/Age;
3. Place of Birth/Citizenship
4. Religion;
5. Disability/Special Needs
6. Grades/Evaluation Rating
7. Behavioral or Guidance Counseling Records
8. Physical, Dental, Mental Health Records
9. Financial Records/Parents' Occupation
10. Alien Certificate/Visa/Passport information (for foreign students)
11. National Test results (NAT; NCAE)

DISCLOSURE OF PERSONAL DATA

For legitimate purposes, SVS shall disclose to School Administrators, the personal information you provided when we have obtained your consent or the consent of the 18 year old student. Additional School personnel may include:

- 1) School Physician, School Dentist, School Psychometrician hired by the School to perform health check services;
- 2) School Service Provider whom the School has contracted to provided services that would otherwise be provided by the School, including but not limited to School Bus Operator, Athletic Coaches, Legal Counsel, Auditor;
- 3) A student or faculty serving as leaders or moderators of school recognized clubs and committees, such as the Circle of Student Leaders (COSL)



During instances where data is used for research, SVS will share your sensitive personal information but shall withhold your personal information to keep the student anonymous.

DATA SHARING

In compliance with government regulations, SVS shall disclose to the Department of Education, the personal information you provided when we have obtained your consent or the consent of the 18 year old student. However, in order to provide additional legitimate services, your personal data shall also be shared to the following external entities:

1. Other government agencies like the Bureau of Immigration, Barangay and City Health Office of Quezon City as requested for legitimate purposes;
2. Private or government-run organizations for scholarship or subsidy purposes including but not limited to the Private Education Assistance Committee (PEAC);
3. Third-party service providers, where the School subscribes to its cloud-based school management system, accounting management system, and/or learning management system, and where SVS shall be recognized as the personal information controller;
4. Athletic Leagues such as the Athletic Association of Private Schools (AAPS) and the Quezon City Athletic Association (QCAA) for purposes of eligibility;
5. Other schools/colleges/universities for transfer, background checks, or similar legitimate purpose;
6. Other third party agencies as part of regular business operations or for the purpose of providing services to the students.

DATA ACCURACY

It is the School's duty to ensure the accuracy of the personal data it collects. The School also ensures its impartial and lawful processing. In this regard, SVS shall annually or upon discovery of an inaccuracy, require you to update or verify your personal information.

DATA PROTECTION, RETENTION, DISPOSAL

SVS has reasonable administrative, physical, and technical measures in place to protect your personal data and physical records from loss or misuse. For electronic data, it relies on third party service providers and applications to keep your personal data safe, but SVS does not guarantee 100% security.

SVS shall perpetually retain the personal data, including the academic records of all its students and graduates. Personal data and academic records of unsuccessful applicants to SVS shall be retained for one school year only. Students' data, particularly assessment materials that are no longer relevant to the School, shall be securely disposed of.



DATA BREACH

RA 10173 defines “Personal data breach” as 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”. In such an event, SVS will take the necessary steps to abate the possible effects of such breach. Any data security breach that the School becomes aware of shall be documented and reported to the National Privacy Commission;

PERSONAL DATA ACCESS, CORRECTION, CONSENT WITHDRAWAL, AND RIGHTS

You may view, update or verify your personal data by logging in to the parent portal that can be accessed via <https://stvincentschool.edu.ph/hmls>. You may also access your physical personal records at the Administration Office of the School. However, the School will not provide access to your personal data if you cannot ascertain that you are the legitimate owner of the information, which can be proven by providing your username, password, or valid identification card.

Apart from the right to access and correct your personal data, you are afforded the following rights subject to reasonable grounds and school regulations:

1. The right to be informed about the processing of your personal data through this and other applicable privacy notices;
2. The right to object, suspend, or withdraw consent, to the process of your personal data, including the blocking of information or destruction of the same. SVS will consider the request and reserves the right to deal with the matter in accordance with the law;
3. The right to receive, pursuant to a valid and final decision, damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data considering that your rights to freedom as a data subject were violated;
4. The right to lodge a complaint before the National Privacy Commission provided that you have already exhausted remedies with the School, including but not limited to filing a complaint to the school designated Data Privacy Officer

Questions regarding your rights to review, modify, or delete their previously provided personal information should be directed to privacy@stvincentschool.edu.ph or you may contact landline (02) 8371-8955.

DATA PRIVACY AGREEMENT REVISIONS

SVS reserves the right to amend or update this Agreement at any time and on its sole discretion. The amendments shall take effect immediately after a notice is provided.