



Republic of the Philippines
Benguet State University
La Trinidad, Benguet
Trunkline: (+63)(074)-422-2402
www.bsu.edu.ph

DATA PRIVACY NOTICE FOR STUDENTS

INTRODUCTION. Benguet State University (BSU) is a chartered public institution of higher learning established with a four-fold mandate: instruction, research, extension, and production as per its charter, Presidential Decree No. 2010, and Republic Act No. 8292 (Higher Education Modernization Act of 1997). In the course of its pursuit of those mandates and by its very nature, BSU processes (i.e. collects, uses, updates, shares, stores) personal data that identifies its data subjects, including students like you. **This notice is a derivative of the University Data Privacy Notice.**

STATEMENT OF POLICY. BSU respects and values your data privacy rights and is committed to their protection. We recognize that we have an obligation to maintain and preserve the confidentiality of your school records. We, thus, process your personal data in accordance with the Philippine Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations, other issuances of the National Privacy Commission (NPC), and such other applicable privacy laws, rules and regulations on data processing. We adhere to the generally accepted privacy principles of transparency, legitimate purpose, and proportionality in our data processing.

CONFIDENTIALITY. All personal data collected shall be generally treated as confidential and shall be protected. Disclosure and sharing of your personal data may be done only as permitted by law, rules or regulations. Even after successfully completing your course of study at BSU, your personal data shall remain confidential.

Our employees shall operate and hold personal data under strict confidentiality. They are required to sign non-disclosure agreements and are receiving training on the university's privacy and security policies to ensure confidentiality and security of personal data.

WHAT THIS PRIVACY NOTICE IS. This notice explains in general terms the legal basis and purpose for the processing of the typical personal data gathered from students like you, the measures in place for their retention and upkeep, protection and security. It includes the rights you may exercise in relation to such data.

HOW WE PROCESS YOUR PERSONAL DATA. When you apply for admission to the University, we process your personal data in various forms that may consist of written, photographic, digital and biometric records. These are information that identifies you as an individual and are gathered in the following manner:

1. **Data we process during your application for admission.** When you apply for admission we process, among others:

- a) Directory data as your name, addresses, contact details, and social media accounts;
- b) Personal data such as your family background, marital status, previous schools attended, academic performance, disciplinary records, employment records, and medical records; and
- c) Other relevant information obtained through interviews and/or during admission or entrance examinations.

2. **Data we process upon your admission, during your academic residency, and after separation from the University as when you graduate or transfer.** Once admitted into the University, your personal data will be updated, revised or amended to reflect your academic progress or change in your circumstances with or without your consent. Thus, we process additional data about you that may be generated from recordings, photographic or video documentations or even from closed circuit security cameras installed within the University. These may come from:

- a) Directory data as your name, addresses, contact details, and social media accounts;
- b) Personal data such as your family background, marital status, previous schools attended, academic performance, employment records, and medical records;
- c) Curricular undertakings as classes enrolled in, scholastic performance, attendance records;
- d) Co-curricular engagements such as service or field learning, extension activities, internship or apprenticeship compliance; and
- e) Documents from external or third parties forming part of the general admission requirements, as records from past schools attended, certifications and the like, which you submit may also contain such personal data.
- f) Extra-curricular data as membership in any University recognized student organizations, leadership positions, participation in competitions, seminars, study tours, extension or outreach programs;
- g) Disciplinary incidents or proceedings that you may have been involved in, including any accompanying sanctions if there be any.

3. **For foreign students,** the processing of your personal data will include the submission of additional external documents that would identify you as a person. This is necessary to enable us to determine if your admission and enrolment at BSU is allowed under Philippine laws, rules and regulations or of University rules and procedures.

4. **Unsolicited data.** In the event that personal data is sent to or received by us without prior request, we will determine if such data is to be kept by us in relation to our legitimate interests. Otherwise, the data shall be immediately disposed of in a

manner consistent with the University's disposition of records and in a manner that will safeguard your privacy.

A **Data Privacy Consent Form** shall be presented for your signature before any processing of your personal data. This shall form part of the documentation of the office you are transacting with. If you are a minor, the consent of your parents/guardians is required and evidenced by their signature in the form.

OUR PURPOSE. Your personal data is processed primarily to pursue our legitimate interest as a chartered public educational institution of higher learning and for the performance of legal and contractual obligations. These include a variety of academic, administrative, research, historical and statistical purposes.

Secondarily, your personal data is processed for record and monitoring purposes relative to your admission into and your residency in the University (*time required for you to finish your course of study*), whether these be curricular, co-curricular or extra-curricular in nature.

Also, the processing of your personal data allows you access to and use of university facilities, services and products, electronic and mobile applications, for related official publication or posting purposes, or to otherwise transact with the university.

THE SECURITY OF YOUR PERSONAL DATA. Your personal data and student records are considered confidential and shall be kept secure in whatever form they are processed: physical, digital or electronic. We have and are continually implementing reasonable and appropriate organizational, technological, and physical security measures to protect your personal data from loss, misuse, unauthorized modification, unauthorized or accidental access or disclosure, alteration or destruction. We strictly implement information security policies and access is restricted only to authorized, responsible personnel of the University.

ACCURACY AND TIMELINESS. Your personal data will be updated, revised or amended to reflect your academic progress or change in circumstances for us to maintain accurate and timely information with or without prior notice to you. You have the right to ensure that your personal data is accurate and up to date. In case you wish to correct, rectify or update your personal data with us, just fill in the appropriate request form available at the Office of the University Registrar.

STORAGE AND RETENTION. We store your personal data in both physical and digital forms in physical document storage facilities and data centers on campus. We implement physical, technical, and organizational security measures to guarantee the safe storage of your personal information and to ensure that such is used only by authorized personnel for legitimate purposes.

The period of use, storage and retention of your personal data is governed by law and the University's Records Disposition Schedule, and as they are relevant to the educational purpose and other legitimate interests of the University. Otherwise, they will be disposed of in a manner that will protect your privacy.

HOW AND WHEN WE DISCLOSE PERSONAL DATA. Any disclosure of your personal data shall be made only when permitted by law, some rule or regulation. We may disclose personal information in observance of our legal obligations and as will allow audits, reviews, and diligence compliance with other government agencies but only to the extent as required by said obligation or valid governmental request; enforce applicable terms of service; prevent or mitigate fraud, security or technical issues; or protect against imminent harm to the rights, safety or property of the university or its clients as required or permitted by law.

Data sharing with other third parties is prohibited except where these are covered by Data Sharing Agreements. Sharing and disclosure will then be limited only to the declared purpose of such agreements.

WE HAVE A DATA PROTECTION OFFICER AND COMPLIANCE OFFICERS FOR PRIVACY. Should you have any inquiries, feedback, and/or complaints, you may reach the University's Data Protection Officer (DPO). The Data Protection Officer (DPO) is the individual principally responsible for ensuring the university's compliance with the laws, rules and regulations for the protection of data privacy and security. The DPO is responsible, likewise, for the supervision and enforcement of this Policy. The relevant contact details are as follows:

DATA PROTECTION OFFICER
2/F, Main Administration Building
Benguet State University, La Trinidad 0601
Benguet, Philippines
Email: dpo@bsu.edu.ph Landline: (074) 422-2176

COMPLIANCE OFFICERS FOR PRIVACY (COP)

BSU, Bokod Campus
Daclan, Bokod 2605, Benguet
Contact No. 0912-250-0169
Email: h.lino@bsu.edu.ph

BSU, Buguias Campus
Loo, Buguias 2607, Benguet
Contact No. 0919-924-0941
Email: gracita.pne@gmail.com

CONSENT

I have read this Data Privacy Notice, understood its contents and consent to the processing of my personal data. I understand that my consent does not prevent the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Signature of Student: _____

Complete Name of Student: _____

Date: _____ Student ID No./ Applicant No. _____

If below 18 years old:

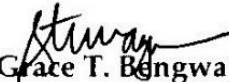
Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____


Date: _____ Student ID No. _____

CERTIFICATION

I CERTIFY that this Data Privacy Notice for Students was presented to and adopted by the University Administrative Council in its meeting of October 28, 2020 through **AdCo Res. No. 038, s. 2020**.


Grace T. Bengwayan
University and Board Secretary

Attested:


Dapilo B. Bose
Regional Director, CHED-CAR
Officer-in-Charge
Office of the University President

FOR BSU USE ONLY. Pls. contact the dpo@bsu.edu.ph.