



Nazareth School of National University

## **DATA PRIVACY POLICY AND CONSENT FORM for Applicants, Students, and Alumni**

**NAZARETH SCHOOL OF NATIONAL UNIVERSITY (“we” or “us”) respects and is committed to the protection and security of your personal information and your privacy. This Data Privacy Policy (Notice) is provided in accordance with the Philippine Republic Act No. 10173 or the “Data Privacy Act of 2012” (DPA and its Implementing Rules and Regulations (DPA-IRR)).**

*This Data Privacy Policy and Consent Form may be amended at any time without prior notice, and such amendments will be notified to you via NSNU website or by email.*

### TYPES OF INFORMATION COLLECTED

NSNU collects and maintains student personal information as part of student records.

The following are types of student personal information collected in NSNU:

- Complete Name
- Current and/or Previous Address
- Contact details (e.g. mobile and/or landline number, personal e-mail address)
- Date and Place of Birth
- Age
- Civil status
- Citizenship
- Religion
- Identification Numbers and Information:
- Student number
- Program
- Contact Person and Contact details
- Relationship with Contact Person
- Educational Background [Pre-elementary, Elementary, Secondary]
- Diploma / certificate of Completion
- Certificate of Good moral character
- Birth certificate
- Picture
- DepEd School form 9 and School form 10 (Formerly Form 138 and 137)
- Course description for transferees and 2nd degree student
- DepED voucher
- NCAE result
- Family background and information
- Skills and Achievement
- Student Medical History
- Consultation details
- vital signs
- diagnosis
- laboratory test result [as applicable]
- alumni employment history
- internship history
- tracer study details
- disciplinary records

In some cases, NSNU and its students have exposed and is made aware of some of the personal information above mentioned, e.g. directly acquired from student over time, and may receive and/or retain this information in various forms.



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### PROCESSING OF STUDENT PERSONAL DATA

NSNU uses student data for the following purposes:

- Process application for admission, scholarship, financial assistance, student and alumni identification card, student organization, among others
- Provide access to learning resources [Office365, etc.]
- Academic and non-academic related activities [enrollment, grades encoding, among others]
- Notifications on academic and non-academic concerns [financial related matters, scholarships, career opportunities, etc.]
- Student profiling including psychological results
- Alumni tracking and tracer study
- Internship to employment tracking
- Graduate directory
- Presentation and publication of exemplary output and achievements
- Printing of student permanent record of courses and subjects taken leading to certificate or diploma.
- Submission to law enforcement and government policies as required by enrollment and graduate reports to agencies

NSNU will require you to sign a random drug testing and non-fraternity and sorority waivers as applicable.

NSNU may also use your information in:

- confidential references in connection with your applications for scholarships, contests, coordination with parents, accreditation reports, among others.
- order to publicly recognize your achievements, accomplishments and celebrations.
- marketing and promoting NSNU, its students, and other academic and non-academic student and/or school activities inside and outside the campus

NSNU may also share your information:

- with third party like our industry partners for internship and employment opportunities and other agencies who perform services on our behalf, such as community extension services activities implementation, reviewing and developing our business systems, procedures and infrastructure (including testing or upgrading our computer systems).
- with other higher education institutions, government agencies and other regulatory bodies such as but not limited to accrediting agencies for the verification of your personal data held by NSNU;
- with our partners in empowerment and development for the implementation and documentation of our outreach programs [e.g. bloodletting activities, coastal clean-ups, community immersion, among others).
- with your parents and guardians for monitoring the performance of the students and other related activities.
- to individuals or institutions conducting research on members of the community subject to the ff:
  - Compliance to the existing policies of NSNU
  - Research ethics review and approval [as applicable]; and
  - Approval of the President

NSNU will also validate the “captured/recorded” images from the CCTV camera as needed.



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### CONSENT TO COLLECTION AND USE OF PERSONAL DATA AND INFORMATION

- Collection, use, and disclosure of data and/or information for any official purpose shall only be performed with the expressed written consent of the student or other party involved.
- NSNU shall seek and secure consent from the student and other party involved prior to collection, use, and disclosure of information.

### HANDLING OF DATA AND RECORDS

- Only authorized personnel are allowed to collect, handle, and view personal records and other pertinent data, information, or documents.
- Proper handling of data and records should always be practiced by authorized personnel.

### DATA COLLECTION

- NSNU has the right to collect pertinent data and information of its students as it deems necessary and important.
- Collection of information and data shall be accomplished through official means at any point in time for as long as the connection is maintained between the student and NSNU.
- NSNU will also communicate to collect data through social media accounts as needed subject to the policy of the social media site.

### RECORDS KEEPING AND RETENTION

- The student records shall be stored at the Registrar's office. Physical and digital permanent student records shall be retained/secured perpetually while other supporting documents shall be discarded a year after they graduate. Likewise, physical and digital supporting documents of AWOL students will only be retained within 10 years.
- All documents, which have collected and stored beyond the prescribed period shall be disposed immediately.

### DISCLOSURE OF DATA AND INFORMATION

- Disclosure of student data and information shall only be done through proper and official means with approval of the concerned office.
- Official means include, but not limited to, official electronic mail, forms and memorandums, and bulletin boards, digital platforms, among others.

### RECORDS AND DATA DISPOSAL MANAGEMENT

- The disposal of records and data shall be performed by the concerned Offices with the use of approved disposal methods, e.g. shredder.

### QUESTIONS OR CONCERNS

For questions or concerns on the policies and procedures stipulated in this privacy policy, students and other parties can contact:

NU Data Protection Office

Address: 551 MF Jhocson Street, Sampaloc Manila 1008

Email: [dpo@national-u.edu.ph](mailto:dpo@national-u.edu.ph)



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## PRIVACY CONSENT

My signature below affirms that I have read Nazareth School of National University's Data Privacy Notice and express full consent for the school to collect, store, and process my(our) Personal Data set forth in the notice for the purposes stated therein; primarily, for school administration, and for NSNU to carry out their responsibility as an educational institution. I have the right to change or access my/my child's information whenever needed. I understood that when this information is no longer required, official School procedure will be followed for its disposal.

\_\_\_\_\_  
**Printed Name and Signature**

\_\_\_\_\_  
**Date**

**FOR MINOR STUDENTS:**

\_\_\_\_\_  
**Printed Name and Signature of  
Parent and/or Guardian**

\_\_\_\_\_  
**Date**

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

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