

## A-2 Applicants and Employees Privacy Statement and Consent Form



### Data Privacy Statement

De La Salle University – Dasmariñas (hereinafter referred to as “DLSU-D”, the “University”, “Us”, “Our”, and “We”) have a strong commitment to protect our applicants’ and employees’ personal information from any breaches or unauthorized use of personal information in compliance with the Data Privacy Act (DPA) of 2012 or otherwise known as Republic Act (R.A.) 10173 as governed by the National Privacy Commission (NPC).

To ensure you can make informed decisions and feel confident in providing your personal information with us, we are providing you this Data Privacy Statement outlining our data collection, usage, retention, disclosure and disposal practices and your rights as “Data Subjects”, as defined by the Act.

This notice applies to all applicants and employees whose personal information are collected and processed by the University. This notice explains:

1. What personal information do we collect?
2. Purpose for collection and use of personal information
3. Disclosure and transfer of personal information
4. Retention and disposal of personal information
5. Your rights as Data Subject
6. Notifications in case of breach of information
7. Compliance with Data Privacy Clauses on Contracts
8. Updates to our Data Privacy Policy statement
9. Where do you go for further information

#### **1. WHAT PERSONAL INFORMATION DO WE COLLECT?**

The term “**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 ascertain by the entity holding the information, or when put together with other information would directly and certainly identify an individual as defined by the DPA. This may include Sensitive personal information that refers to personal information:

- About an individuals’ race, ethnic origin, marital status, age, color and religious, philosophical or political affiliations;
- About an individual’s health, education, employment history, genetic or sexual life of a person, or to 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; and
- 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 an executive or an act of Congress to be kept classified.

***You have the option to choose which personal information you are comfortable to share with us. However, if you choose not to provide the personal information that we require, we may not be able to fully meet the obligations of the University to its applicants and employees.***

## 2. PURPOSE FOR COLLECTION AND USE OF PERSONAL INFORMATION

As you intend to become an employee of the University, we will ask of your personal information (e.g., name, address, and contact information) to process your employment. Below are the activities where we will or may collect your personal information

- During application processing

Upon applying for a post/job/position, the Human Resource Management Office (HRMO) will collect your personal information and documentary requirements to verify your identity, for interviews, assessment to determine your eligibility to be employed in the University

Based on the urgency or need to fill up the vacancy, the University may use different means to gather your personal information, which may include the following, but not limited to:

- Electronic mail (email)
  - Postal mail
  - Telephone Calls
  - Manual Forms (Both for Internal and External purposes)
- Upon employment  
Upon employment, we will or may collect additional personal information and other pertinent information related to employment that is needed to process the following:
    1. Tax and other statutory and regulatory reporting (e.g., Tax Identification Number, Social Security Services, Philippine health and HDMF)
    2. Insurance requirements
    3. Travel, visa, hotel and transit booking for external training or official business travels
    4. Monitoring and performance evaluation including conduct

In addition, there will be various occasions when we will acquire other forms of information (e.g., pictures or videos of activities you supervised or involved in, recordings from closed-circuit television cameras installed within the University's premises for security purposes, etc.) or generate statistical information (e.g., University ranking; performance in rankings, etc.).

Your personal information may be or will be collected using the following means (among others):

- Personal history form/Application form
  - Individual's application for group insurance
  - Third-Party Service Providers' forms (e.g., medical services)
  - Other DLSU-D Forms/Templates
- During the course of employment  
During your stay at the University, you may be required to provide personal information for the following purposes, but not limited to:
    - a. *Faculty and staff activities.* Your personal information will or may be collected in relation to academic and non-academic activities such as field trips, outreach and vocation programs, supervisory roles in student organizations/clubs, school paper, varsity and cultural group, coaching in competitions, programs, rehearsals and seminars and other over-seeing activities that the faculty or staff is involved using the following forms:
      - Application for Leave of Absence
      - Authority to Work Overtime
      - Official Business Form
      - Other DLSU-D Forms/Templates

- b. *Discipline procedures.* We will or may collect your personal information to monitor your conduct, manage complaints, investigate incidents/violations and impose disciplinary sanctions.
- c. *Further Studies.* The HRMO will or may collect your personal information for Graduate school programs that you intend to avail and assess whether the course is related to your area of specialization/assignment using the following forms:
  - Application for the Availment of financial assistance to pursue Graduate studies
  - Other DLSU-D Forms/Templates
- d. *Mental Health Services.* The University will or may collect your personal information to obtain your mental health history through counseling and other services with the following forms:
  - Mental Health Survey and/or Evaluation form
  - Other DLSU-D Forms/Templates
- e. *Safety and Security Operations.* In the conduct of security operations, we may obtain your videos from our closed-circuit television (CCTV) cameras installed within the University's premises.
- f. *Health Services.* Your personal data will or may be obtained to maintain records of your medical and dental history, results of your annual physical examination, clinic consultations and medical treatments using the following forms:
  - Health records
  - Dental records
  - Health questionnaire
  - HMO records

Your personal information will or may be used by the University to determine your physical fitness to be employed and be able to provide you with the proper care when you avail of the University's health services or in case of an emergency.

- g. *Library Services.* The AEA will or may collect your personal information in relation to the use of library materials and facilities.
- h. *Learning and Development.* The University will or may collect your personal information for seminars and workshops related to the nature of employment using the following forms:
  - Seminar-Workshop/Training/Conference request form
  - Administrative staff information
- i. *Research.* Your personal information will or may be collected to be used in statistical research, surveys and other activity in the conduct of an University research, including the compliance of reports to related government agencies.
- j. *Information Technology (IT) Services.* Your personal information will be collected and used to provide you access to the University's applications and systems.
- k. *Information Dissemination.* Contact information is processed by the University in order to be able to effectively communicate with you, your family members or other people to be notified in the case of an emergency.  
The University may use these information in order to contact you via email and/or short message services (SMS) for work related matters. The University may also inform you of the need to contact certain University offices or to submit certain requirements on a certain date or otherwise disseminate information that you need to know by posting your name and other relevant personal information on campus bulletin boards and in the Departments Offices.

- l. *Transportation Arrangements.* Your personal information will be utilized by our authorized employee for the use of University transportation service to pick-up and transport you on the date, time, and location requested, and to appropriately charge transportation fees to your account.
- m. *Accounting Purposes.* The University processes financial information related to your employment, (e.g. statutory salary deductions, study grants, employee benefits and entitlements, etc.) pursuant to its contractual or legal obligations as part of the University's legitimate interests and that of taxpayers.
- n. *Financial Audit.* In preparing our financial reports, we will or may provide documents or files that may bear your personal information to our external auditors, who are engaged to check for the consistency, accuracy, and validity of our financial records.
- o. *Compliance activities.* Your personal information will or may be used to comply with contractual, organizational and regulatory requirements (e.g., submission of requirements to education institutions and government agencies).
- p. *Other activities.* We will or may use your personal information for monitoring purposes, records management, University programs/activities, recognition of achievements/celebrations, other services that you may avail, and other activities as deemed necessary for our business purpose (e.g., Teacher's day, University anniversary, etc.)

### **3. DISCLOSURE AND TRANSFER OF PERSONAL INFORMATION**

Your personal information may be shared through email or by any other means available by any of our authorized employee across the University network and other entities or organizations for purposes of accreditation, learning and development, retirement fund/ benefit, and other activities or as deemed necessary for our business purpose.

We may disclose your information to law enforcement, regulatory, government agencies, professional bodies and other third parties, as required by and/or in accordance with applicable laws or regulations. This may include disclosures outside the country, if necessary. As part of our commitment to protect your personal information, we will review and use your personal information to determine whether disclosure is required or permitted.

The University ensures that personal information shared through email or by any other means available are protected with our IT or manual systems and controls in place to mitigate the risk of data breaches. We ensure you that all our employees across are well informed of the DPA and their responsibilities as Personal Information Controllers/Processors, particularly in sharing your personal information.

### **4. RETENTION AND DISPOSAL OF PERSONAL INFORMATION**

We may retain your personal information in various forms such as paper or electronic files. Only authorized University employees and yourself are allowed to access your personal information for privacy and security purposes. All of your personal information collected and documented in various official DLSU-D Forms/Templates will be filed by the designated custodians in a locked storage room for the security and protection of your personal information. On the other hand, personal information in electronic forms will be retained in our computer systems, which we have employed with information security controls.

We will keep your personal information based on the University retention plans from the date of your last transaction with us or for as long as required by laws or regulations, and/or it is needed for a relevant purpose as described in this Statement.

***After the retention period, the University is no longer responsible to keep and provide you with your personal information/documents. As authorized, our designated custodian will***

***purge your personal information through shredding of paper files and/or deletion of electronic files in our computer system, or in any other manner, which would prevent further processing of your personal information.***

## **5. YOUR RIGHTS AS DATA SUBJECT**

The University acknowledges your rights as Data Subjects. Thus, employees are entitled to the following:

- a. Be informed on whether your personal information are being or have been processed.
- b. Furnished you with your personal information before entry into the University's processing system.
- c. Request a copy of your personal information or access your information. The University will provide your request in a commonly portable format (e.g., printed copy of any soft copy files you have requested, photocopy of the document you are requesting) within a span of time based on the University's policy.

However, the University is not generally required to undertake endless and disproportionate searches for information in order to respond to a request and the University may refuse to your request if:

- The relevant personal information is not in the University's possession or control
- The request is identical or very similar to the one you have recently requested
- The request is obviously unfounded or frivolous
- Harm would arise or likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests

In case your request is declined, we will provide you a formal notification indicating the grounds of declining your request.

- d. Request for the correction/rectification of your information, provided that the information is/are not necessary for compliance with a regulatory obligation and it is not necessary to establish, exercise or defend legal claims.
- e. Object, withdraw, suspend/block, remove or delete your personal information, provided that personal information requested is not necessary for compliance with a regulatory obligation and it is not necessary to establish, exercise or defend legal claims. This right may be exercised upon discovery and substantial proof that personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected.
- f. File a complaint with the NPC, if any of the DPA provisions regarding security of your personal information, including your rights as data subjects, are violated.
- g. Receive indemnifications for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

For further knowledge and reference about your rights as data subjects and how can you exercise them, you may visit NPC's official website at <https://privacy.gov.ph/>.

**6. NOTIFICATION IN CASE OF BREACH OF PERSONAL INFORMATION**

In the event your personal information is breached, we are prepared to follow any laws and regulations, which would require us to notify you of such breach including the quality of information affected.

**7. COMPLIANCE WITH DATA PRIVACY CLAUSES ON CONTRACTS**

As an applicants or employee of the University, you are expected to comply with security related and privacy clauses that needs to be executed as part of our standard terms of business and/or contract(s).

**8. UPDATES TO OUR DATA PRIVACY POLICY STATEMENT**

We may amend this privacy statement from time to time and the updated version shall apply and supersede any and all previous versions. We will inform you through email to keep you up to-date of the changes in our privacy policy.

**9. WHERE DO I GO FOR FURTHER INFORMATION?**

If you have further questions about our Data Pivacy Policy and Statement, you may contact our Data Protection Office, headed by Sancho T. Castro, Data Protection Officer at [dpo@dlsud.edu.ph](mailto:dpo@dlsud.edu.ph) or at (046) 416 4531 Local 3035

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## CONSENT FORM

I hereby agree to provide my personal information as defined by the *Data Privacy Act of 2012* (R.A. 10173) to **De La Salle University – Dasmariñas (DLSU-D)** for it to be processed in relation to my application/employment in the University in accordance with the privacy statement above and their policies and procedures. This agreement shall be valid from the date of my personal information is collected until the period of my personal information disposal as stated above, or until such time that I submit a written revocation/cancellation of this agreement to the University, whichever comes first.

By signing this Consent Form, I hereby acknowledge that I have fully read and understood the context of this Data Privacy Statement of De La Salle University – Dasmariñas.

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**Signature over printed name**

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**Date**