

CENTRO ESCOLAR LAS PINAS

**DATA PROTECTION ACT: STUDENT CONSENT FORM
(REPUBLIC ACT NO. 10173: THE DATA PRIVACY ACT OF 2012)**

If you intend to enroll at Centro Escolar Las Pinas, you must complete this form and submit it.

CELP a Subsidiary of CEU is registered as a Personal Information Controller (PIC) with the National Privacy Commission under the Data Privacy Act of 2012. Because you are a student of CELP, the School needs to collect, process and retain personal information and personal data concerning you in electronic and paper forms. All such personal information and personal data will be treated strictly in accordance with the Data Privacy Act: Confidentiality will be respected and appropriate security measures will be taken to prevent unauthorized disclosure.

By signing below and applying for enrollment at CELP, you agree and give your consent to the collection, processing and use of your personal information and personal data where a legitimate educational or institutional interest exists , such as for enrollment, academic progression, research and support services, student welfare and related support services, career services including references, work and other placements, alumni and public relations, security and crime prevention. These shall include but not be limited to the following:

- Sharing of personal data, including pre-existing medical conditions, student attendance, class performance, class schedule, grades, exam results, assessment exams and aptitude tests (e.g., Entrance Examination, Mental Ability Test, pre-Employment Test, Test battery and Qualifying Exams), career assessment, with your parents, guardians or next-of-kin, and with necessary Officers and Personal of CELP, and as required by law, or on a need-to-know basis, as determined by CELP, in order to promote your best interests, or to protect your health, safety and security, and that of others
- Posting of class lists and class schedules online, in school bulletin boards and other places within the campus, CELP website, and social media sites
- Posting of acceptance to CELP, awarding of financial aid and scholarship grant; sharing of information to potential donors, funders or benefactors for purposes of scholarships, grants and other forms of assistance; posting of scholar’s graduation brochure for distribution to donors, funders or benefactors
- Distributing the list and photos of graduates and awardees during commencement exercises and publishing academic, co-curricular and extra-curricular achievements and success, including honor lists, names of awardees, passing and topping of board and bar Examinations, in school bulletin boards, school brochures, school tarpaulins, school website, social media sites and publications
- Sharing your academic accomplishments, honors, co-curricular and extra-curricular achievements with schools you graduated from or were enrolled in upon their request and submission of credentials as CELP official entry to award giving bodies
- Reporting and disclosing information to the commission on Higher Education (CHED), Professional Regulation commission (PRC), Department of Education (DepEd), National Privacy Commission (NPC), and other government agencies when required or allowed by law
- Sharing information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), QS World University Rankings, Philippine Association of Colleges and Universities (PACU), Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) for accreditation, university ranking purposes, and other education-related purposes
- Conducting internal research, surveys, presentation, publication, utilization of research output for purposes of institutional development
- Sharing information, including relevant medical information with entities or organizations of determining eligibility in sports or academic competitions, as well similar events
- Responding to inquiries that you are a bona fide student or graduate of CELP, with scholastic ranking information, and Certificate of Good Moral Character for purposes of transfer of schools, further studies or application for employment
- Sharing information in compliance with court orders, subpoenas, and other legal process

If CELP intends to use or share your personal information for purposes other than our legitimate academic purposes, and those above-described, CELP shall obtain your written consent for that purpose, unless you yourself request us to use, process and share your information for such purpose, or processing without your consent is allowed under the Data Privacy Act or other laws, or where such disclosure is for the prevention or detection of crime , the apprehension or prosecution of offenders, or for protection of your health, security and safety, and that of others.

In order to ensure the proper functioning of CELP as a Basic Education (K-12), the School may share personal information with the various Deans and Heads of Non-Teaching Department, as well as necessary Officers and Personnel, to Process grades, honors, awards, applications for scholarships, to impose disciplinary sanctions, and to administer the necessary health, medical and psychological examinations. CELP may also, from time to time, consider it appropriate to disclose relevant personal information about students, past and present, within the University to members of staff, committees and organizations, and also to various external bodies including other educational institutions, employers and potential employers, professional bodies, funding bodies, local authorities and other government and regulatory bodies. The School may or may not seek further consent to specific disclosures depending upon the intended disclosure.

DECLARATION – By my enrollment at CELP, I give my written consent that the CELP may process and disclose relevant personal information and personal data as set out above, including the processing of sensitive personal information and personal data for the purpose specified, and for other legitimate purposes.

COMPLETE NAME OF STUDENT: _____

COURSE/YEAR: _____

SIGNATURE: _____

(not valid without signature)

DATE: _____

NOTED:

PARENT’S/GUARDIAN’S NAME: _____

SIGNATURE: _____

(not valid without signature)

DATE: _____