



## PRIVACY POLICY FOR APPLICANTS FOR ADMISSION AND STUDENTS

### Rationale

Holy Name University (the "University") recognizes and respects your right to privacy and the confidentiality of your personal information (or data) as its applicant (or enrollee) or student. The University is committed to safeguarding the personal information you provide us and those which we generate about you in the course of your education with us as requirement for our academic and administrative purposes as an educational institution pursuant to the provisions of the Data Privacy Act of 2012 (RA 10173).

Personal information or personal data refers to any information that identifies you or may lead to your identification, including sensitive personal information as defined in RA 10173, such as education, health, age, race as well as privileged information as defined by the Rules of Court and other applicable laws.

This Privacy Policy covers the collection, use and processing of your personal information. If you are a parent or legal guardian of the applicant (or enrollee) or student who is a minor (below 18 years old), this Policy covers the personal data of your child or ward. This Policy includes examples of how data is collected, used and processed but are not limited to them.

### Collection of Your Personal Information

Your personal information may be collected, acquired, or generated through hand written or electronic/digital means including photographic, video images, and audio recordings as well as biometric or other types of digital records. Such information or data are acquired for legitimate academic and administrative purposes of the university, some of which are requirements for you to complete your academic program.

**Information you provide us during admission or enrollment.** When you enroll in HNU, we collect through student information forms, among others: your name, address, contact information, family background, educational background, medical history, academic performance, disciplinary records, and any or all information required to process your enrollment and admission including information obtained through interviews and written exams.

**Information you provide us or those that we collect and/or generate during the course of your education with us.** When you become a *bona fide* student of the University, we may also collect more information about you in connection with your academic or curricular activities such as enrolled classes, scholastic performance, attendance records, grades, etc. You may also be engaged in co-curricular and/or extra-curricular activities in which your personal information may be collected such as seminars, trainings, outreach, internship, on-the-job training, competitions (in and out of campus), membership in student organizations or clubs duly recognized by the university, educational tours, programs, etc. You may also be involved in a disciplinary incident in which information about you are collected as a matter of fact, including accompanying sanctions, if any.

The University also acquires other forms of information such as photographs, videos, and other types of recordings as official documentation of activities you may participate in or for security purposes such as closed-circuit television (CCTV) systems within the campus.

### Use of Your Personal Information

Your personal information is accessed and used by the university and its personnel who have legitimate interest in it for the purpose of carrying out their contractual duties.

We use your personal information as permitted or required by law to pursue our legitimate interests as an educational institution, including academic, administrative, historical, statistical, research and marketing purposes. Such use may include but are not limited to the following purposes:

1. evaluating admission and enrollment to the University;

2. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress;
3. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays and presentations;
4. recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities;
5. establishing and maintaining student information systems;
6. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance;
7. processing scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance;
8. investigating incidents that relate to student behavior and implementing disciplinary measures; 9. maintaining directories and alumni records;
10. compiling and generating reports for statistical and research purposes;
11. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
12. managing and controlling access to campus facilities and equipment;
13. communicating official school announcements;
14. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
15. soliciting your participation in research and non-commercial surveys sanctioned by the University;
16. soliciting your support, financial or otherwise, for University programs, projects, and events.

The foregoing list are by no means exhaustive and should we require your consent for any specific use of your personal information, we will inform you and collect it accordingly.

### **Sharing of Your Personal Information**

We share, disclose, or transfer your personal information as permitted or required by law to pursue our legitimate interests as an educational institution, including academic, administrative, historical, statistical, research and marketing purposes. Such sharing, disclosure, or transfer may include but are not limited to the following purposes:

1. posting of enrollments lists, awarding of financial aid and scholarship grants, class lists, class schedules, online announcements, in school bulletin boards, or other places within the campus;
2. sharing of your personal data with your parents, guardians, or next of kin, as required by law, as determined by the University and in accordance to its existing policies, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
4. publication of brochures and other marketing materials (e.g., tarpaulin, newspaper advertisements, etc.);
5. distribution of the list of graduates and awardees in preparation for and during commencement exercises and job fairs or other employment opportunities;
6. reporting and/or disclosure of information to the National Privacy Commission (NPC) and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal Education Board, Supreme Court, etc.), when required or allowed by law;
7. sharing of information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU), professional organizations, etc.) for accreditation and university ranking purposes;
8. sharing of information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events.;
9. complying with court orders, subpoenas and/or other legal obligations;
10. conducting internal research or surveys for purposes of institutional development;
11. publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
12. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;

13. use of photographs, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
14. publication of communications with journalistic content, such as news information in University publications, and social media sites;
15. providing information such as class lists and photographs to partner institutions and other similar organizations as part of the curriculum.

The foregoing list are by no means exhaustive and should we require your consent for any specific sharing of your personal information, we will inform you and collect it accordingly.

### **Storing of Your Personal Information**

As an educational institution, we will indefinitely store or retain your personal information for historical and statistical purposes, particularly those related to your scholastic/academic records, of which you may require for future uses. For personal information with a specified retention period, all records pertaining to such will be securely disposed. Your personal information, along with your student permanent records, are stored and transmitted securely in both paper or electronic formats, or both. The University maintains databases that are shared between its different offices or units, of which access to your personal data is limited to personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties.

### **Accessing or Updating of Your Personal Information**

You have the right to request access and update your personal information and/or have it corrected, erased, or blocked, subject to exceptions allowed by law. The University recognizes and respects this right and will take the request under consideration and reserves the right to deal with the matter in accordance with law. If you wish to exercise any of your data privacy rights, or should you have any concern or question regarding them, this Policy, or any matter involving the University and data privacy, you may contact the University Data Protection Officer (DPO) at:

#### **DATA PROTECTION OFFICER**

E-mail Address: dpo@hnu.edu.ph  
Telephone Number: +63 38 427 1542 or 501 7731  
Office Address: Janssen Heights, J. A. Clarin St., Dampas District, Tagbilaran City, Bohol 6300

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