

FEU PRIVACY NOTICE FOR STUDENTS

Far Eastern University is committed to protecting and upholding the rights of students, including their right to keep personal information private. In compliance with Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and guided by the principles of transparency, legitimate purpose, and proportionality, this policy statement sets out the data-privacy rights of FEU students and describes the information that may be collected from them; the collection methods and timing of collection; the purposes for which the data may be used; the storage, transmission, and method of use of such data; the conditions under which data are shared with third parties; the data retention period; and the rules that govern the students' participation when they are asked to share their personal information.

1. Identity of the Process Owner

FEU Academic Services is the process owner of programs specified in Commission on Higher Education Memorandum Order (CMO) 9 series of 2013 (The Enhanced Policies and Guidelines on Student Affairs and Services) [<https://ched.gov.ph/wp-content/uploads/2017/10/CMO-No.09-s2013.pdf>]

A cluster of 9 offices, FEU Academic Services is composed of Admissions and Financial Assistance (AFA), Center for Learning Enrichment and Research for Students (CLEARS), Guidance and Counseling (G&C), University Library, National Service Training Program (NSTP), Career and Placement Office (CAPO), Office of the University Registrar, Student Development (SDEV), and Student Discipline (SD).

Academic Services also works closely with Information Technology Services, Health Services, Financial Services, and Facilities and Technical Services to foster a healthy, safe, and secure campus environment.

2. Service Description

The FEU TAMS ServiceDeck is a database of students' personal information used for the processing of scholarship applications; verification of students' identity and academic status for fact-finding investigations under Student Discipline; retrieval of contact details of the students' guardians for coordination purposes due to medical or mental health emergency through the Health Services and Guidance and Counseling respectively; creation of E-Resume managed by the Career and Placement Office; and institutional surveys for policy and program review and formulation.

3. Personal Data that are Collected

The following personal data are collected:

- a. Personal details such as complete name, birth date, place of birth, sex at birth, birth order, gender identity, civil status, number of siblings, religion, awards received, and identification photos;
- b. Parents/guardians' information such as complete name, occupation, education credentials;
- c. Household information such as number of books at home, household size, gross family income, family expenditures;
- d. Contact information such as current and permanent address, email address, telephone number, mobile number;
- e. Pre-FEU academic credentials;
- f. Other information for the purpose of designing and implementing proactive student services and programs may be collected when warranted, which will be specified in Consent Forms.

4. Collection Methods and Timing of Collection

Personal data are primarily collected through electronic means when students apply (a) to take the college admission test, (b) for scholarship or financial-aid grants, (c) for job internships, (d) for graduation,(e) during enrollment and the annual review/updating of personal records, and. (f) in surveys and during occasional school activities in which students' personal information including opinions may be asked for.

5. Purpose(s) for which Personal Data will be Collected and Used

For the efficient management of school records and for students to have a meaningful and secure campus experience, personal data are collected and used for the following purposes:

- a. Academic, such as when
 - evaluating the students' eligibility to receive scholarship grants
- b. Research purposes such as for
 - exploring the characteristics of the student population
 - assessing student satisfaction of school services or facets of their school experience
 - academic studies on the student lifecycle, student affairs, and pedagogy
 - understanding job preferences and perceived achievement of work competencies
- c. Intervention programs purposes including
 - verifying the identity of the student for guidance counseling, fact-finding in discipline cases, and health advisories and prescriptions
 - retrieval of the contact details of the student's parents/guardians for advisories or coordination pertaining to follow-up interventions
 - mentoring and coaching on personal, social, academic, and professional concerns
- d. Communication purposes or the dissemination of updates on student life such as
 - enrollment-related advisories
 - graduation-related reminders
 - prompts on password resets for Microsoft 365, Canvas, and Student Central
 - results of application in scholarship grants

- announcements and links to institutional surveys and needs assessment
- e. Finance and accounting purposes such as
 - information dissemination on tuition and other school fees
 - promotion of payment facility options
- f. Career and placement service purposes such as
 - encoding of information on academic achievements such as seminars attended or trainings completed in order to improve the customizable E-Resume
 - updating of a downloadable resume template

6. **Storage and Transmission of Personal Information**

Storage of personal data starts when students personally encode the information during the collection methods cited in Section 4. Personal data are stored in physical and electronic systems with appropriate organizational, physical, and technical security measures.

ITS provides authorized academic managers and staff access to each student's personal information only for the purposes cited in Section 5, especially the verification of students' identity and retrieval of their

contact details or that of their guardians in case of emergency, fact-finding investigations, and intervention programs. Consolidated student data for the purpose of research or summary reports can only be extracted by the ITS from the TAMS ServiceDeck upon approval of the Chief Information Officer. The extracted data, which must exclude the individually identifiable personal data, are emailed to the requesting academic manager for data analysis.

Storage of personal data in cloud-based platforms is managed by ITS in partnership with third-party providers, subject to applicable laws and regulations and information security measures.

7. **Method of Use**

Personal data are processed according to the purposes mentioned in Section 5. The term "processing" shall be subject to the same Definitions and Implementing Rules and Regulations as are found in the Data Privacy Act, which include collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, or erasure or destruction of data.

8. **Third-Party Transfer**

Transmission of personal data to service providers for services, such as enrollment transactions, access to library resources, class activities, other campus life activities, and security, are appropriately covered by an outsourcing agreement with provisions for data privacy as required by the Data Privacy Act of 2012.

Sharing of individually identifiable personal data with third parties is prohibited unless the data subject expressly waives this restriction in writing and when the data subject personally applied for a scholarship grant from FEU's external grantors or industry partners.

9. Retention Period

Personal data shall be retained in the databases of the university in perpetuity if the subject is a registered student or alumnus/alumna.

10. Participation of Data Subject

The data subject attests that all information provided are true and correct.

The data subject agrees to personally update these personal data as needed through the TAMS ServiceDeck, Academic Services units, or other departments duly authorized by the university.

The subject agrees that data privacy protection is a mutual responsibility between the subject and the university.

Toward the efficient management of school records and a meaningful and secure campus experience, the subject authorizes FEU to manage the his/her personal data for the purposes cited in Section 5.

The subject understands that FEU shall warrant the following rights:

- a. Have access to personal data, written description of how the information is used, the list of accredited industry partners;
- b. Receive notices on changes in the above-cited purposes or due to personal data breaches provided for in Section 38 of the Implementing Guidelines of the Data Privacy Act;
- c. Upon submission of a notarized letter of request, erase personal data due to unauthorized processing or when processing is prejudicial to the subject;
- d. Be compensated due to suffered damages arising from inaccurate, incomplete, outdated, false, unlawfully obtained, unauthorized release, or unauthorized use of personal data based upon the findings of an investigation conducted by the University or by a duly authorized third party and provided that the process of investigation has been vetted by the concerned parties;
- e. Rectify errors or inaccuracies in the personal data upon submission of necessary documents;
- f. Obtain and electronically move, copy, or transfer personal data in a secure manner, for further use, after payment of a reasonable administrative processing fee.
- g. Unsubscribe from any university database or mailing list for employment or internship opportunities upon completion of the Form to Opt Out that can be secured from the Office of the University Registrar.

11. Inquiry

Contact the Data Privacy Office for comments and suggestions by emailing academicservices@feu.edu.ph and dataprivacy@feu.edu.ph.

FEU PRIVACY POLICY CONSENT FORM

In compliance with Republic Act 10173 or the Data Privacy Act of 2012 and guided by the principles of transparency, legitimate purpose, and proportionality in the use and processing of personal data, Far Eastern University is committed to protecting and upholding the privacy of its students' personal data.

Having read and understood all of the provisions stated in the FEU Data Privacy Policy for Students, by ticking the "I AGREE" box below I signify my **consent** to its provisions on the use and processing of my personal data and my **agreement** with its full implementation.

Furthermore, in view of my parents' or guardians' role in my education, I further consent that only the following may have access to my personal data upon submission of a special power of attorney (SPA) and a valid government-issued ID and verification of submitted request and documents.

I Agree

Note: If you are below 18 years old, print this document, have it signed by your parent/guardian, and submit the signed document to the Registrar's Office.

With my conformity.

Printed Name and Signature of Parent / Guardian

Date: