



# University of the Visayas

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## Privacy Notice

This privacy notice outlines the data collection, sharing, confidentiality, data security, retention and disposal policies of the University of the Visayas, Inc. in compliance to Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012 and the Implementing Rules and Regulations of the National Privacy Commission.

### What information do we collect?

The University only collects personal information that are necessary and compatible with its declared and specified legitimate purpose. Through this student registration portal, the University collects the following personal information below:

- Personal information (e.g., name, address, email address, contact details);
- Demographic information (e.g., gender, civil status, religion, citizenship, course/program);
- Information of parent and/or legal guardians (e.g., name, relationship, contact details);
- Educational background, academic performance and disciplinary records (e.g., grades, Transcript of records, etc.); and
- Information obtained through background checks and/or admission examinations.

### Why do we collect them?

The University collects and uses your personal information only as necessary for the purposes which it was obtained. The University shall use the personal information you provided in this registration portal for the purpose of setting up a relevant documentation of your student profile and records.

### How do we share or transfer them?

The data collected by the University are shared internally for Official Business purposes only. The University shall not share your personal information with any third party that intends to use your personal information for commercial purposes unless you have freely given a specific and informed consent.

However, the University may share, disclose or transfer your personal data with third parties such as your parents or guardians, government bodies or agencies, entities or sports organizations of events you may be participating in, your previous school upon their request, or the public through postings in University bulletin boards, social media sites as well as The Visayanian publication for legitimate purposes only and with your privacy security considered.

The University shall ensure that only authorized employees and third parties, if any, who have signed the confidentiality agreement and have the legitimate purpose to carry out their duties shall be able to access our data processing facilities and handle your personal data.

### How do we store and protect them?

Personal data in the custody of the University are stored and transmitted securely in a variety of paper and/or electronic format. The University ensures that your personal data are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing.

In order to keep your personal information secure, reasonable and appropriate organizational, physical and technical security measures are put in place to maintain the availability, integrity and confidentiality of your personal data. The University will retain your personal data only for as long as necessary for the fulfilment of the purposes which it was collected. When the personal information collected are no longer required, they shall be disposed of in a manner that will preserve its confidentiality and protect your privacy.

### How can you exercise your rights?

The University recognizes that you are afforded the right to be informed of the processing of your personal information and be granted reasonable access to such by the Act. Other rights include the right to dispute the inaccuracy or error in the personal data, right to request the suspension, withdrawal, removal or destruction of personal data; and the right to be indemnified for any damages sustained due to inaccurate, incomplete, false, unlawfully obtained or unauthorized use of personal data.

Should you wish to exercise your rights, or if you have any questions on matters of personal information privacy, you may contact the University's **Data Protection Officer** through:

- Phone @ 253-4384 Local 124/105
- Email at [dpo@uv.edu.ph](mailto:dpo@uv.edu.ph)
- Mail at Data Privacy Office, 2<sup>nd</sup> Floor Inday Pining Building, University of the Visayas, Colon Street, Cebu City
- **Data Privacy Contact Form** available in the University website ([uv.edu.ph](http://uv.edu.ph))