

# CENTRO ESCOLAR INTEGRATED SCHOOL, INC.

Manila \* Makati \* Malolos

## Consent Form Applicant for Enrolment and Student

### Statement of Policy

Centro Escolar Integrated School, Inc. is committed to respect and value the privacy rights of individuals. We will ensure that all personal data are protected and processed in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations. We recognize the confidentiality of personal data and adhere to the general principles of transparency, legitimate purpose, and proportionality.

CEIS is registered as a Personal Information Controller (PIC) with the National Privacy Commission under the Data Privacy Act of 2012 (DPA). As an applicant for enrollment, we will collect and process your personal data that you knowingly and voluntarily provide in the course of or in connection with your enrollment with us, or where legitimate educational or institutional interests exists as determined by CEIS or as may be provided under the law.

Your personal data that CEIS shall collect in electronic or paper form may include, but not limited to:

- a) name or alias, gender, date of birth, nationality, and country and city of birth;
- b) home address, mailing address, telephone numbers, email address and other contact details;
- c) academic history;
- d) financial information and bank account details;
- e) details of your parents or guardians, next-of-kin, spouse and other family members;
- f) health issues and disabilities;
- g) photographs and other audio-visual information;
- h) performance assessments and disciplinary records; and
- i) any additional information provided to us by you in the course of your enrollment.

As a student of CEIS, the data collected shall be used for legitimate purposes, such as but not limited to 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, and security and crime prevention.

CEIS shall keep all personal data in strict confidentiality if such data are not intended for public disclosure. There will be instances however where sharing and disclosure will be undertaken pursuant to a legitimate academic purpose or as determined by CEIS in order to promote your best interests. Sharing and disclosure shall include, but not limited to:

- a) Sharing of personal data and student records, including pre-existing medical conditions, student attendance, class performance, class schedule, grades, examination results, assessment examinations and aptitude tests (e.g. Entrance Examination, Mental Ability Test, and Qualifying Examinations), career assessment and the like, with:
  - i. your parents, guardians or next-of-kin
  - ii. necessary Officers and Personnel of CEIS
  - iii. on a need-to-know basis as determined by CEIS
  - iv. as may be required by law
- b) Posting online (e.g. CEIS website, social media sites) and/or in school bulletin boards and other places within the premises of CEIS campus of:
  - i. class list and class schedules
  - ii. admission or acceptance to CEIS
  - iii. awarding of financial aid and scholarship grants
- c) Sharing of relevant data to potential donors, funders or benefactors for purposes of scholarships, grants, and other forms of assistance including the distribution to donors, funders or benefactors of scholar's graduation brochure
- d) Publishing and distribution in brochures, tarpaulins and other school publications and/or posting online (e.g. CEIS website, social media sites) and/or in school bulletin boards of:
  - i. list and photographs of graduates and awardees during commencement exercises
  - ii. academic, co-curricular and extracurricular achievements and success, including but not limited to honors lists, names of awardees, passing and topping of Board and Bar examinations
- e) Sharing of academic accomplishments, honors, co-curricular and extracurricular achievements with:

- i. Schools you graduated from or were enrolled in
  - ii. Schools you intend to enroll in
  - iii. Award giving bodies as official entry of CEIS
  - iv. Employers and potential employers
  - v. Professional bodies or organizations
  - vi. Funding bodies
- f) Sharing of personal data and student records, including relevant medical information, with entities or organizations for determining eligibility in sports or academic competitions, and similar events
  - g) Responding to inquiries of being a bona fide student or graduate of CEIS with scholastic ranking information including the issuance of a Certificate of Good Moral Character for purposes of transfer of schools, further studies or application for employment
  - h) Sharing of personal data and student records in the conduct of internal research, surveys, presentation, publication, and utilization of research output for purposes of institutional development
  - i) Reporting and disclosing of pertinent data to the Department of Education (DepEd), National Privacy Commission (NPC), and other government agencies and regulatory bodies when required or allowed by law
  - j) Sharing of personal data and school records in compliance with court orders, subpoenas and other legal processes

In order to ensure the proper functioning of CEIS as a Basic Education Institution, CEIS may share your personal data and school records with various Assistant Principals, Program Heads and Heads of Non-Teaching Department, as well as necessary Officers and Personnel, to process grades, honors, awards, applications for scholarships, and the like; to impose disciplinary sanctions; and to administer the necessary health, medical and psychological examinations. CEIS may also, from time to time, consider it appropriate to disclose your relevant personal data and student records to members of staff committees and organizations within CEIS.

If CEIS intends to use or share your personal data and/or student record for purposes other than for legitimate institutional and/or academic purposes and those above-described, CEIS shall obtain your written consent for that purpose, unless you yourself makes a specific request to process the personal data and/or student record for such purpose, or if such processing without your consent is allowed under the DPA or other laws, or where such disclosure is for the prevention or detection of crime, the apprehension or prosecution of offenders, or for the protection of your health, security and safety, and that of others.

### **DECLARATION**

I have read and understood the contents of this Consent Form. As an applicant for enrollment or student of CEIS, I give my written consent that CEIS may collect and process my personal data as set out above and/or for other legitimate purposes. In cases where my personal data was acquired by CEIS from a third party, I warrant that such third party has been duly authorized by me to disclose my personal data to CEIS pursuant to the purposes set out above. I also agree to comply with all reasonable requests of CEIS to enable compliance with its obligations under the Data Privacy Act or other applicable laws, regulations and/or guidelines.

**This consent form shall be valid while you are an applicant, a student or an alumna of CEIS.**

**Name & signature of the student:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Strand:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_





