



DATA PRIVACY CONSENT FORM

At Our Lady of Peace School, Inc., we deeply appreciate the trust you place in us, and we recognize the paramount importance of safeguarding your privacy. As part of our unwavering commitment to protect your personal data, we adhere strictly to the provisions outlined in Republic Act No. 10173, commonly known as the Data Privacy Act of 2012.

Within this form, the terms "*personal data*" and "*information*" are used interchangeably. When we refer to "personal data," we encompass the concepts of *personal information*, *sensitive personal information*, and *privileged information*. The first two categories are typically employed to uniquely identify individuals. For precise definitions, please consult the provisions outlined in the Data Privacy Act (DPA).

At Our Lady of Peace School, Inc., we adhere to the Data Privacy Principles of *Transparency*, *Legitimate Purpose*, and *Proportionality* when collecting and processing information about our data subjects. Our data subjects have the right to know what personal information we collect, why we collect it, and how we use it. Every piece of data we collect serves a legitimate educational purpose. Whether it is student records, attendance data, or communication details, we ensure that our data collection aligns with our educational mission. Legitimate purposes include academic assessment, administrative tasks, and ensuring student well-being. We collect only the necessary data. Our approach is balanced and reasonable. We avoid excessive data collection and retain information only as long as needed. Proportionality ensures that we respect privacy while fulfilling our educational responsibilities.

Processing of Personal Data - encompasses a wide array of operations performed on such data, whether manually or through automated means. These operations include collecting, recording, organizing, storing, adapting, retrieving, consulting, transmitting, disseminating, aligning, restricting, and erasing or destroying personal data. Each step contributes to managing and utilizing personal information while adhering to privacy regulations and ensuring transparency.

- 1. Collection, recording and use** – personal data encompasses the information provided during admission application, as well as the data we acquire or generate throughout your enrollment and during your tenure with us. During Admission Application, we collect personal information such as name, date and place of birth, residential address, email address, telephone number, family history, religion, citizenship, academic performance, and disciplinary record. Records of health including medical history, diagnosis of illness or disability, psychological assessment, disciplinary, guidance assessment, and physical fitness. Throughout enrollment and stay, we continue to gather and update information related to academic progress, class enrollment, attendance, and medical history, co-curricular and extra-curricular activities, disciplinary incidents, and associated sanctions are also documented. The collection of personal data serves several crucial purposes, all of which align with the Data Privacy Act of 2012. The school collects personal data to fulfill our educational mission. This includes maintaining student records, tracking academic progress, and ensuring effective communication with students, parents, and staff. The purpose is legitimate because it directly supports the educational process. In cases where a retention period is required by law, all records after such period will be duly and securely disposed of.
- 2. Access to Information** – personal information is accessed and used by Our Lady of Peace School, Inc. personnel, specifically at the Registrar's Office, Academics, Guidance Center, Homeroom, Clinic, ICT and Communications Office and Finance Department. These authorized individuals manage such data for the purpose of fulfilling their mandated duties. As an educational institution, we process and share information in accordance with legal requirements. This includes evaluating admission applications, maintaining student records, facilitating academic deliberations, processing scholarships, investigating incidents, and generating statistical reports. Additionally, we utilize data for providing services such as health, counseling, information technology, library access, sports and recreation facilities, transportation, and safety and security measures. To manage and control access to campus facilities and equipment to ensure a secure and efficient environment. For communicating official school announcements to keep you informed about important matters and for marketing and promotional materials related to school functions, events, projects, and activities.
- 3. Sharing of Information** - we may share or disclose personal information in various situations:
 - ✓ Class Lists and Schedules: Posting on school bulletin boards or within the campus.
 - ✓ Authorized Individuals: Sharing with parents, guardians, or next of kin as required by law or for health, safety, and security reasons.
 - ✓ Academic Institutions and Entities: Providing scholastic record information or good moral character certification upon request.
 - ✓ Upon Subject data's application for scholarships and assistance: Sharing with potential donors, funders, or benefactors or to avail of government subsidies from programs such as GASTPE Program (e.g., Educational Service Contracting or ESC and Senior High School Voucher Program or SHSVP)
 - ✓ Graduation Events: Distributing lists of graduates and awardees during commencement exercises.
 - ✓ Department of Education Reporting: Fulfilling reporting requirements, Enrollment on DepEd LIS (Learner Information System) database.



- ✓ Company or Agency Verification: Responding to inquiries verifying student or graduate status provided that the company/agency presents data subject's signed consent form.
- ✓ Research and Surveys: Conducting institutional development research.
- ✓ Recognition: Publishing academic, co-curricular, and extra-curricular achievements on various official platforms.
- ✓ This form also serves as a request for your consent for our school's official photographer to capture photos and/or videos of students during school events, activities, or classes. These visual records will be used for official purposes, including showcasing school life and achievements, and promoting school events and activities and displaying them on our official website (olps.edu.ph) and social media accounts (such as Facebook, YouTube, @olpsmedia). We also incorporate them into printed materials such as newsletters, brochures, and other school-related publications like The OLPSian Times.

Data Protection

We diligently implement reasonable and appropriate security measures to safeguard the personal data we collect. These measures are designed to ensure the availability, integrity, and confidentiality of personal data, guarding against accidental or unlawful destruction, alteration, disclosure, and other unauthorized processing.

Access to your data is limited to authorized personnel who maintain strict confidentiality. We refrain from granting access to anyone without justifiable grounds.

In the event of a data security incident or breach, Our Lady of Peace School, Inc. adheres to legal requirements by recording and reporting such incidents. We take necessary and reasonable steps to address and mitigate any adverse effects. If there is substantial suspicion that an incident impacts your personal information, we will promptly notify you in an appropriate manner.

Rights to privacy

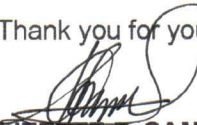
This form also serves to inform you of your rights, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can contact our Data Privacy Officer at contact details below or at National Privacy Commission at <https://privacy.gov.ph/>. Our lady of Peace School, Inc. will consider your request and reserves the right to deal with the matter in accordance with the law.

Contact Information

If you have further questions or concerns regarding your privacy rights, this Consent Form, or any matter regarding the Data Privacy Act of 2012, you may contact our Data Protection Officer through the following details:

The Data Protection Officer
Our Lady of Peace School
Tel. No.: 8696-7440 loc 126
Email Address: dpo@olps.edu.ph

Thank you for your cooperation and for your continued support. *Caritas Christi Urget Nos!*


LIZETTE P. CAMPO
Data Protection Officer


SR. ANABEL DE LA CRUZ, SPC
School Head and Principal

Consent

By providing your signature below, you grant free, voluntary, and unconditional consent to the collection and processing of your or your Child/Childrens' personal data. This includes information related to your admission, academic progress, co-curricular activities, and other relevant aspects. Our authorized personnel will manage this data with strict confidentiality. Any issue that may arise in connection with the processing of the personal information will be settled amicably with Our Lady of Peace School, Inc. before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction. You retain the right to object to processing, request access, and seek corrections, erasure or blocking in accordance with the Data Privacy Act of 2012.

This consent form shall remain in effect from the date of signature until the student's enrollment is no longer active.

Signature of Parent or Guardian : _____
 Printed Name of Parent or Guardian : _____
 Name of Student : _____
 Date : _____