



HTAC DATA PRIVACY POLICY

Introduction:

HOLY TRINITY ACADEMY OF CALAMBA, INC. (HTAC) has developed this Data Privacy Policy in compliance with the Philippine Republic Act No. 10173, also known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations. This Policy tells you about HTAC's practices to protect and safeguard the personal information of HTAC's current, past and prospective students, faculty, staff and administrators and other data under its control and custody.

Information collected

HTAC collects, stores, and processes personal data from its current, past and prospective students, starting with the information provided at application through to information collected throughout the time period the student continues to study in our school. These may include written records, photographic and video images, and digital material. This includes the following:

1. Contact information such as name, addresses, contact numbers, email addresses, and other contact details (ex. Messenger).
2. Personal information such as date and place of birth, nationality, religion, LRN, web information, and certifications/recommendations from the student's previous schools.

3. Family background, including information on parents, guardians, siblings, et cetera.
4. Photos, CCTV videos, handwriting and signature specimens.
5. Students' school works, such as video recordings, slide presentations, and other third party online learning tools which the school avails of to be utilized by the pupils and students for their learning. This also includes posting of students' participation in virtual programs in our FB page and school website. This also includes students' school works stored in MS Teams and/or GSuite for Education.
6. Health records, informal assessment records, disciplinary records and student's cumulative records in the guidance office.
7. Student's academic records, such as Permanent Records from their previous schools and academic records in HTAC that are required by DEPED to be submitted and kept. This also includes records of extracurricular activities that the students have participated in.
8. Financial and billing information.

Use of Information

To the extent permitted and required by law, we use the data to pursue the philosophy, mission, vision, and goals and objectives of the school in the best interest of the school and of all those who enroll in our school. The use of information collected includes academic, administrative, research, historical and statistical purposes, such as:

1. Process of application forms for admission to HTAC;
2. Gather, prepare, store, maintain, and retrieve accurate student records of academic and extracurricular progress through manual or electronic means;
3. Exchange information between and among faculty members and other individuals with legitimate need, such as for academic deliberations;

4. Keep parents informed of student's class performance through correspondence and online modes of communication;
5. Process application to other schools and for application for scholarships, grants, and other forms of assistance;
6. Compile information for directories;
7. Generate data for statistical and research purposes;
8. Comply with the requirements of government and private agencies such as DEPED and PEAC;
9. Make information available to market and advertise HTAC-related functions, events, projects and activities;
10. Fulfill our legal duties and responsibilities with integrity.

Information Sharing

To the extent permitted or required by law, Holy Trinity Academy of Calamba may also share, disclose, or transfer personal data only to authorized recipients of such data. Otherwise, we will share your personal data with third parties, other than your parents or guardians, only with your consent, or when required or permitted by policies or applicable law, such as:

1. Government agencies, for example DEPED,
2. PEAC,
3. Schools students have transferred to (authorized schools such as public and private schools),
4. Other agencies requesting for your records for scholarship purposes (ex. DOST, universities and colleges)

5. Distribution of the list of graduates and awardees in preparation for and during commencement exercises,
6. Promotion of the school through the use of photos, videos, and other information in order to promote the school, including its activities and events through advertising materials, including website posts, Facebook announcements, and other media.
7. Live-streaming of University events,
8. Release information to individuals or organizations, such as CACPRISAA and other similar organizations, for participation in academic, athletic and other competitions and events,
9. Generate data through research or surveys for the purposes of institutional development,
10. Complying with legal obligations.

Storage and Retention of Information

Personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the school's offices and among faculty and administrators. Access to the student's personal data is limited to HTAC personnel who have legitimate interest in them for the purpose of carrying out their duties.

Unless otherwise provided by law or by HTAC's policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law, all affected records will be properly disposed of after such period.

Your right

If you have any question about how we process your personal data, please contact HTAC's Data Protection Officer:

Email to: holytrinityacademycalamba.2006@gmail.com

Write to:

The Data Protection Officer
Holy Trinity Academy of Calamba, Inc.
Brgy. Barandal, Calamba City, Laguna 4027

If you have a concern or complaint about the way we are collecting or using your personal data, please do not hesitate to inform us as soon as possible.

Please be informed that this data privacy policy may be amended at any time without prior notice, and that such amendments will be communicated and posted to all concerned.

Prepared by:

Amabelle B. Caritos
Principal