



PAASCU Accredited

## MANRESA SCHOOL

*Hijas de Jesus*

Candida Maria St., BF Homes

Parañaque City

Tel No. 88429918

**DATA PROTECTION OFFICE**



**GLOBAL COMPACT  
ON EDUCATION**

*"No one should seek their own good, but the good of others."*

*1 Corinthians 10:24*

## DATA PRIVACY POLICY FOR EMPLOYEES

Manresa School recognizes and respects the right to data privacy of all its employees, both the teaching and non-teaching personnel, and values the confidentiality of their personal information. As an institution, we aim to comply with the requirements of the Data Privacy Act of 2012 (DPA). The school considers your data privacy rights to be as equally important as our obligation to ensure that our interests and responsibilities as an educational institution and an employer are fully and effectively met.

For the purpose of this Data Privacy Policy, the terms "PERSONAL DATA" and "PERSONAL INFORMATION" may be used interchangeably. Personal "data" or personal "information" refers to the information that Manresa School collects, from which your identity may be reasonably or directly ascertained. This includes sensitive information about your age, education, health, race and similar data, and privileged information as defined by applicable laws. Please refer to the text of the DPA for the complete and detailed definition of personal, sensitive personal, and privileged information.

This policy addresses the following:

### **A. Information We Collect**

Manresa School collects your personal data during process of application and hiring. We also generate personal information about you during the entire duration of employment. These information may come in various forms, such as: manual and digital records, photographic and video images, and CCTV footages.

#### **1. Personal Information that we collect prior to Employment**

Upon application, you filled out the Personal Information Sheet where you provided your (1) personal information; (2) family background; (3) education and training information; (4) work experience; and (5) reference persons. The school also requires you, as part of application requirements to submit a copy of the following (1) Transcript of Records, (2) diploma, (3) details about your professional license (if any); (4) PSA Birth Certificate; (5) Baptismal and Confirmation certificates; (6) Employment Certificate/Service Record; (7) Recommendation letters; (8) Performance Rating/s; (9) PSA Married Contract; (10) Health Certificate and other health documents; (11) Police Clearance; (12) NBI Clearance; (13) Barangay Clearance; (14) Drug Test result; (15) SSS ID; (16) PhilHealth ID; (17) TIN ID; and (18) Pag-IBIG ID. Your personal information may also be collected through the interviews and background checks conducted.

#### **2. Personal Information that we gather/generate while Employed in Manresa School**

As you integrate yourself into the educative community, we may also collect additional personal information from you, such as: (1) classroom observations and performance appraisals; (2) attendance records; (3) annual physical examination results; (4) participation in outreach activities, programs, competitions, field trips, recollections/retreats, seminars/fora; (5) membership or officership in professional organizations; (6) any disciplinary incident that you may get involved in, including the accompanying sanction; and (7) other data that may be needed when you are processing loans, insurance claims, statutory and institutional benefits. The school



may also acquire photographic or video images of school activities where you participate in. Such images will only be acquired through the official documentation of school activities and/or CCTV footages installed within the school campus.

Manresa School collects only those personal information that are necessary and compatible with declared, specified and legitimate purpose.

## **B. How We Use the Information We Collect**

The personal information that we collect are geared towards the delivery of excellent educational services to our students and the pursuit of our interests as an educational institution and an employer. These personal information can be accessed and used by the administrators and personnel of the following offices: Principal, Treasurer, Human Resource Management and Development, Guidance, Clinic, Discipline, Security, and Information Technology for various administrative, historical and statistical purposes. The amount of information shared to each office is dependent on the nature and function of the particular office. The office heads are also given access, to a certain degree, to the personal information of their staff.

The personal information that we collect may be used for the following purposes:

1. Evaluating applications for employment which may include (a) evaluating academic performance, (b) assessing examination results, and (c) checking of background information;
2. Managing your compensation and remittances to government agencies and private entities;
3. Recording and managing your performance evaluation;
4. Assessing your medical condition for the carrying out of your role/task in the institution;
5. Facilitating your application for loans, insurance claims, and benefits;
6. Investigating disciplinary incidents;
7. Generating and keeping reports of in-house evaluations, surveys, and researches;
8. Publicly recognize your achievements, accomplishments and celebrations;
9. Providing services such as medical, dental, insurance, library, counseling, pastoral accompaniment, information technology, and security and safety;
10. Communicating official school announcements; and
11. Allowing the top management or the HRMD office to contact others in the event of an emergency.

If processing of personal data is necessary for purposes not specified above, Manresa School shall obtain your permission for such specific purpose.

## **C. Disclosing and Sharing the Information We Collect**

Manresa School discloses/shares information to government agencies like the Department of Education, Department of Health (through the City Health Office), Bureau of Internal Revenue (BIR), Social Security System (SSS), PhilHealth, Pag-IBIG, National Privacy Commission (NPC), and other agencies where sharing is allowed and required by law.

For instances not required but permissible by law, the school shares/discloses personal data for the following purposes:

1. Sharing of information to the Catholic Educational Association of the Philippines (CEAP) for membership and enrollment to their retirement program;
2. Sharing of information with the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) for accreditation purposes;



3. Sharing of information with private entities or organizations e.g. Catholic Educational Association of the Philippines (CEAP), Private Schools Association of Parañaque (PSAP), Diocese of Parañaque Catholic Schools Association (DOPCASA) for participation in academic, literary, musical, socio-cultural, or sports events and competitions;
4. Sharing of information with Orange Apps for Learning Management System.

#### **D. Storage, Retention and Disposal of Personal Information**

Your personal information are stored in paper and/or electronic formats. All electronic data are stored in a secured database to safeguard the confidentiality of your information. Paper document of your information are stored in a cabinet secured with lock and key. Filing cabinets are accessible only to the HRMD personnel while pertinent database maybe accessed by the Registrar and Ed-Tech in-charge. The use of personal data shall never be excessive and will always be in accordance with the school's identified legitimate purpose.

Employees' personal information are retained/archived for 15 years after separation/termination from the school. For future reference, job applicants' personal information are retained/archived for three years. These records are securely stored in the HRMD office. When necessary due to provisions indicated in the Data Protection Act or due to school policy, Manresa School shall dispose of your personal records securely.

#### **E. Rights Under the Data Privacy Act**

Under the Data Privacy Act, you are entitled to the following rights as data subjects:

1. **The right to be informed** –your right to know that your personal data shall be, are being or have been processed;
2. **The right to object** – your right to object or withhold consent to the processing of your personal data by the school in certain circumstances;
3. **The right to access** –your right to gain reasonable access to your personal data;
4. **The right to correct** –your right to dispute any inaccuracy or error in your personal data and request the school correct it immediately, unless the request is unreasonable;
5. **The right to rectification, erasure or blocking** – your right to suspend, withdraw or order the blocking, removal or destruction of your personal data. (*This will only apply where there is no legitimate reason for the school to continue the processing of your personal data.*);
6. **The right to damages** – your right to be indemnified for any damages due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data, considering any violation of your rights as a data subject; and
7. **The right to data portability** – your right to obtain from Manresa School a copy of your data undergoing processing in an electronic or structured format and allows your further use of your data.

Should you wish to exercise your rights under the DPA, Manresa School shall address the matter in accordance with the same law.

For any questions, clarifications, or requests on any aspect of the school's Data Privacy Policy, you may contact the:

DATA PROTECTION OFFICER  
Manresa School



Candida Maria St., BF Homes, Parañaque City  
(02) 842-9918 loc. 124  
dpo@manresaschool.edu.ph

#### **F. Updates and Effectivity**

For the purpose of making improvements, Manresa School reserves the right to make the necessary changes to our Data Privacy Policy. Such modification is effective immediately after you have been notified through an official memorandum. We encourage you to periodically check and review this policy so that you will always know what information we collect, how we use it, and with whom we share it.

