



ROMBLON STATE UNIVERSITY

# PRIVACY POLICY FOR STUDENTS AND ALUMNI

At Romblon State University (“RSU”, “university”, “we”, “us”, or “our”), we respect your rights to privacy, and we are committed to ensuring the security of your personal information. This Privacy Policy outlines how we collect, process, store, and protect your personal information as a student and alumni of the university, whether enrolled in undergraduate or graduate studies or even after graduation. In compliance with Republic Act No. 10173, also known as the Data Privacy Act of 2012 (“DPA”), its implementing rules and regulations, and other relevant issuances from the National Privacy Commission (NPC), we assure you that all the personal data collected within your academic tenure at the university is protected with the highest confidentiality and processed only within the extent of the law.

## SCOPE OF THE POLICY

This Privacy Policy applies to all students and alumni of RSU, including undergraduate and graduate students, across all campuses. It covers all personal data collected, processed, and stored by RSU in the course of providing academic, administrative, and alumni services.

## WHAT PERSONAL INFORMATION WE COLLECT

We collect your personal information upon application for admission, enrollment registration, and during your stay at the university. Your information will be collected using different forms like hardcopy and softcopy documents, online forms, and photographs and video images. These includes the following, but not limited to:

1. Information provided upon admission.
  - a. Personal details such as full name, birth date, birth place, and civil status;
  - b. Contact information such as email address and phone number;
  - c. Academic details such as transcripts, preferred course, and academic standing;
  - d. Health and medical information;
  - e. Other information provided voluntarily.
2. Information we collect during you stay.
  - a. Academic records such as classes you’re in, scholastic performance and attendance;

- b. Extracurricular activities such as student organization you are in, position in leadership, attendance in seminars, sports competitions, participated programs and activities, and study tours;
  - c. Co-curricular activities such as student internship and outreach activities;
  - d. Any disciplinary incidents that you've been involved;
  - e. Medical information such as results of physical and medical checkups;
  - f. Photographs and videos, both directly captured during official events and indirectly through group or scene imagery, along with footage from closed-circuit cameras.
3. Information we collect upon your graduation.
    - a. Academic records such as diploma and transcript of records.
  4. Information we might collect during your professional career (upon your consent)
    - a. Employment information (for alumni tracking and career services)

## **HOW WE USE YOUR INFORMATION**

We use your personal information for legitimate purposes only as an educational institution and to the extent provided by law. This includes, but not limited to, academic and administrative functions, research, statistical analysis, compliance with legal and regulatory requirements, and communication with students and their guardians.

The following are some examples of how we use your personal information:

- ✓ Verification of applications for admission examinations.
- ✓ Dissemination of information regarding admissions and program offerings.
- ✓ Safeguarding student's health and well-being through medical or health assessments.
- ✓ Recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress.
- ✓ Recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities
- ✓ Sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance.
- ✓ Coordination of ceremonial activities, such as orientation events for various programs and colleges.
- ✓ Determination of enrollment status.
- ✓ Processing of grants or documentation required for university partnerships.
- ✓ Implementation of internal process enhancement initiatives, which may involve data analytics for personal data processing.
- ✓ Establishing and maintaining student information systems;
- ✓ Utilization in emergency situations to safeguard the vital and medical interests of students.
- ✓ Use in religious practices endorsed by the university.
- ✓ Managing and controlling access to campus facilities and equipment.
- ✓ Sharing marketing and promotional materials regarding school-related functions, events, projects, and activities to social media pages of the school and its offices
- ✓ Maintaining directories and alumni records.
- ✓ Student and alumni engagement, including career services, networking, and mentorship programs.
- ✓ Continuous alumni relationship management, fundraising initiatives, and alumni events.
- ✓ Improvement of university services through feedback, surveys, and data analysis.

## **WHOM WE MIGHT SHARE YOUR INFORMATION**

We may share your personal data only when necessary and with appropriate safeguards in place. Your data may be disclosed to government agencies and other bodies, including

but not limited to CHED, PASUC, TES, other scholarship sponsors, and internship companies and agencies, for the purposes required in processing of student's personal information to meet certain regulatory requirements or needs which may include scholarship provisions, financial aids, grants, disbursements, athlete information verification, and promotional information requirements.

Furthermore, your personal data may be shared with partner institutions for exchange programs, internships, and research collaborations, as well as with third-party service providers, such as cloud storage providers, learning management systems, and payment gateways, under strict confidentiality agreements. Law enforcement agencies may be granted access to your personal data when required by law, particularly in cases involving investigations and legal proceedings.

Additionally, alumni associations, career services partners, and professional organizations may receive your necessary data to facilitate networking, career placement, and job-matching opportunities. University-approved researchers conducting academic or policy-related studies may also access this data, provided that anonymity is maintained, and ethical data handling standards are observed.

The University ensures that all data-sharing activities comply with the Data Privacy Act and are governed by agreements that enforce strict confidentiality and security measures.

## **HOW WE STORE AND PROTECT YOUR DATA**

The personal data of all individuals within RSU is managed in the following manner:

- a. Physical documents collected are securely stored in designated locations, such as steel cabinets with locks. Access is restricted to authorized personnel only.
- b. Electronic versions of personal data, whether digitized or transcribed, are stored within university Data Center. Some information may also be stored externally with service providers for efficiency and business continuity purposes. Access to this data is strictly controlled, with only authorized personnel granted access through various access control mechanisms such as biometric access.
- c. It is prohibited to store personal data collected by the university on personal devices such as flash drives, memory cards, laptops, or personal cloud services like Gmail, Google Drive, OneDrive, or Dropbox.
- d. Personal data should be stored using university-provided accounts under the @rsu.edu.ph domain or university-provided equipment.
- e. Wherever possible or feasible, encryption should be applied to personal data at rest, especially if it needs to be taken off-campus.
- f. Personal data must not be stored in shared accounts to prevent unauthorized disclosure due to negligence.

## **HOW WE RETAIN YOUR INFORMATION**

Data retention is conducted in accordance with our established policies and applicable laws, ensuring that personal data is retained only for as long as necessary to fulfill its intended purpose. Student records are maintained indefinitely for academic and institutional reference. While RA 10173 prohibits perpetual storage of personal data for undisclosed or unforeseen purposes, the university justifies perpetual storage based on the National Privacy Commission Advisory Opinion 2017-24. This includes storing personal data such as but not limited to, diplomas and transcripts of records. Health records are retained for a period of five (5) years following the individual's last interaction with the institution. Financial records are preserved for a minimum of ten (10) years in compliance with accounting regulations. Digital records, including login credentials and activity logs, are retained for up to two (2) years after graduation unless extended due to security and auditing requirements. Upon the conclusion of the retention period, records are securely disposed of through de-identification, anonymization, or appropriate destruction methods.

## **YOUR RIGHTS AS A STUDENT OR ALUMUS**

As the owner of your personal data, you are entitled to the following rights, as stated in RA 10173, or the Data Privacy Act of 2012.

- *Right to be informed.* As a data subject, you have the right to be informed that your personal data shall be, are being, or have been processed.
- *Right to access.* In addition to your right to be informed, you also have a right to gain reasonable access to your personal data.
- *Right to object.* You have a right to object to the processing of your personal data.
- *Right to erasure or blocking.* Under the law, you have the right to suspend, withdraw, or order the blocking, removal, or destruction of your personal data.
- *Right to damages.* You may claim compensation if you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, considering any violation of your rights and freedoms as a data subject.
- *Right to rectification.* You have the right to dispute any inaccuracy or error in your personal data and have the personal information controller correct it immediately, unless the request is vexatious or unreasonable.
- *Right to data portability.* Where your personal information is processed by electronic means, you have a right to obtain from the personal information controller a copy of your personal data in an electronic or structured format that is commonly used and allows for further use.
- *Right to file a complaint.* If you are the subject of a privacy violation or personal data breach or are otherwise personally affected by a violation of the DPA, you may file a complaint.

## **HOW YOU MAY EXERCISE YOUR RIGHTS**

As the data subjects of Romblon State University, we recognized and respect your privacy rights. If you wish to exercise these rights, or should you have any concern or question regarding them or this Privacy Policy, you may contact the RSU Data Protection Officer through email at [dpo@rsu.edu.ph](mailto:dpo@rsu.edu.ph).

## **CHANGES TO THE PRIVACY POLICY**

We reserve the right to update or revise this Privacy Policy from time to time. Any changes will be effective immediately upon the official release of its revised edition. We encourage you to review this policy periodically for updates.