

GENERAL POLICY STATEMENTS

1. **CANOSSA ACADEMY LIPA CITY, INC.** is committed to protect the privacy rights of individuals under its scope—its students, employees, alumni and other parties—who are part of or will legitimately utilize personal information pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations (IRR) operating congruently with the Basic Education Act of 1982.
2. All employees, students and administration officers, or third parties are enjoined to comply with and to share in the responsibility to secure and protect personal information collected and processed by CANOSSA ACADEMY LIPA CITY, INC. in pursuit of its legitimate purposes.
3. CANOSSA ACADEMY LIPA CITY, INC. adhere to the general principles of transparency, legitimate purpose and proportionality in the collection, processing, securing, retention and disposal of personal information.
4. The students, parents, guardians, employees or third parties whose personal information is being collected shall be considered as data subjects for purposes of these policies.
5. Data subjects shall be **informed the reason or purpose** of collecting and processing of personal data.
6. The data subjects shall have the right to correct the information especially in cases of erroneous or outdated data, and to object to collection of personal information within the bounds allowed by privacy and education laws.
7. The data subject has the right to file a complaint in case of breach or unauthorized access of his personal information.
8. **CANOSSA ACADEMY LIPA CITY, INC.** shall secure the personal information of students, parents, guardians, employees and third parties from whom personal information is collected and shall take adequate measures to secure both physical and digital copies of the information.
9. **CANOSSA ACADEMY LIPA CITY, INC.** shall ensure that personal information is collected and processed only by authorized personnel for legitimate purposes of the School.
10. Any information that is declared obsolete based on the internal privacy and retention procedures of the School shall be disposed of in a secure and legal manner.
11. Any suspected or actual breach of the **CANOSSA ACADEMY LIPA CITY, INC.** data privacy policy must be reported to the appointed Data Protection Officer.
12. Data subjects may inquire or request for information from the Data Privacy Action Team, regarding any matter relating to the processing of their personal data under the custody of CANOSSA ACADEMY LIPA CITY, INC., including the data privacy and security policies implemented to ensure the protection of their personal data.

EFFECTIVITY

The provisions of this revised Manual shall take effect on March 15, 2020.

Updated February 15, 2021.

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