



OFFICE OF THE VICE PRESIDENT FOR REGAL FORMATION AND MISSION, RESEARCH AND EXTERNAL AFFAIRS
Center for Knowledge Management and Information and Research Development

KLD – DATA PRIVACY CONSENT FORM

I, _____, am aware that Kolehiyo ng Lungsod ng Dasmariñas upholds value of privacy and security of personal data entrusted by its targeted parties which include students, applicants, alumni, other affiliates and non-affiliates for legitimate purposes. KLD is required to protect all personal and sensitive information—collected, used, and stored upon admission and throughout the stay in the College under the Republic Act 10173 or Data Privacy Act of 2012, as well as its Implementing Rules and Regulations.

Personal data consist of personal information (PI), sensitive personal information (SPI) and privileged information. PI and SPI include the identity, academic history, or any personally identifiable information such as but not limited to name, address, contact number, email address, names of parents or guardians, date of birth, academic information, and other necessary for processing and administration.

Processing of Personal Data

A. Collection of Information

KLD collects and processes different types and amount of personal information necessary to perform its core and auxiliary functions.

Personal details provided during application for admission include – but not limited to name, address, date of birth, government issued IDs, citizenship, gender, contact information, email address, last school attended, senior high school track, proof of citizenship, previous academic standing, disciplinary record, medical record and voter's certification. Upon successful admission and enrollment, the College collects personal data with regard to academic performance and activities.

Information acquired or generated upon enrolment and throughout the duration of stay with the College include but not limited to - academic or extracurricular activities, academic performance, attendance history, medical history, information related to outreach activities, student organization membership, leadership positions, and participation and attendance in seminars, competitions and programs and information in relation with any disciplinary incident and sanctions rendered.

B. Access to Information

Personal information is accessed and used by KLD thru The Registrar, Health Services Unit, Institute of Student Affairs, Character Education and Citizenship and their respective institutes personnel which have reasonable interest in it for the purpose of performing their mandated duties. As permitted or required by law, KLD uses and disseminates the information for academic, administrative, historical, and statistical purposes to further the legitimate interests as a learning institution.

C. Storage of Information

The personal data are stored in the following manner and can only be accessed by authorized personnel through a proper control mechanism:

1. All physical documents collected are stored in rolling storage file cabinets.
2. Electronic files are stored in computer unit housed within the college premises.



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D. Sharing of Information

Personal information may be shared or disclosed to others such as but not limited to the following situations:

1. posting of class lists and class schedules in College's bulletin boards or online learning platform;
2. sharing information with those who need to know in order to protect the health, safety, and security or that of others—including the parents, legal guardians, or next of kin—as determined by the school or as required by law;
3. providing academic information or certification of moral character for admission purposes to academic institutions, businesses, government agencies, or other entities as part of its contractual obligation pursuant to legal processes;
4. sharing information for accreditation and university/college ranking purposes to government institutions (e.g., Association of Local Colleges and University) to verify bonafide students or graduates;
5. administering research or surveys for institutional development;
6. distributing the list of graduates and awardees during commencement rights;
7. sharing personal information for purposes other than our legitimate interests such as publishing academic and extra-curricular accomplishments in designated bulletin boards, online learning and social media platforms and publications or through schools where I graduated from or was previously enrolled in, upon their request;
8. providing information to government agencies for purposes of regulation and compliance to law;
9. advertising purposes to promote and market the College through its activities and events via print or online media; and
10. publishing communications with journalistic content, such as news articles on KLD social media platforms.

E. Disclosure of Information

Personal data shall only be disclosed when there is a written consent of the student, except when the disclosure is to the following school officials who have a legitimate interest based on their position description and have purposes relating to the safety and security of the campus:

- Administrative, academic, research, security services, or support staff position;
- A contractor, consultant, volunteer or other service provider with whom the College has contracted to provide a service that would otherwise be performed by a college employee;
- An individual serving on an official committee or who is assisting another school official in performing his/her tasks; and
- An individual serving on the Board of Trustees.

F. Retention of Data

Personal data of the student shall be collected and retained in accordance with the set retention policy of KLD. Once the applicant is accepted, all his/her requirements shall have permanent retention for statistical and historical purposes. If the applicant shall be rejected or should the student decide not to pursue, College shall securely dispose records three years from date of application.



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G. Data Breach

Data breach refers to a violation of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed. In cases of breach, KLD shall take the necessary steps to mitigate unfortunate effects of such breach. In the event that there is a suspicion of data breach among students, the Data Protection Officer (DPO) shall immediately notify the student of the incident. If there is evidence that the data have been compromised, he/she shall file a written complaint to the DPO for proper and immediate action.

I

am aware that by submitting this consent form to KLD, I am giving the College a permission to gather and use information about me for the purposes of pursuing KLD's legitimate educational interests.

I have attentively read, understood and voluntarily consented to the collection and use of my personal data for the specified objectives. I am aware that the Data Privacy Act of 2012 and other relevant laws may provide for and permit the processing of my personal data without my agreement.

Complete name of student / applicant: _____

Signature of student / applicant: _____

Date: _____

CONFORME:

Printed name of parent/s or guardian: _____

Signature of parent/s or guardian: _____

Date: _____

Note: Kindly submit the accomplished Data Privacy Consent Form to the Testing and Admissions Unit in the Institute of Student Affairs, Character Education and Citizenship. Further questions and clarifications can be addressed to the: IPTLDP Officer – iptldpo@kld.edu.ph

For complete reference on the Data Privacy Act, you may access the National Privacy Commission Website at <https://www.privacy.gov.ph/data-privacy-act/>.