



## **INFORM CONSENT POLICY**

**Specifically, consent is being given to the following:**

### **Collection:**

Applicant/Student - Personal Data which includes name, address (permanent and current), date of birth, gender, contact information (e.g. telephone number, mobile number and email address), school records (previous/current academic standing/Form 137), academic ranking, religious affiliations, health conditions and behavioral/disciplinary conditions.

Parent/Legal Guardian - Personal Data which includes name, address, contact information (e.g. telephone number, mobile number and email address), employment history, current working conditions, gross/annual salary (if necessary) and Government Issued IDs that are classified as sensitive personal information (if needed)

### **Processing or Use:**

Data collected from the applicant/student may be used and processed for the following purposes:

- Verification process for taking the admissions/entrance examination
- Determining the admission status of the applicant
- Medical or health evaluation
- Preparation for activities such as orientation/seminars/trainings and other events of the various programs and colleges
- Setting up data or processing needed of information in the Genyo Learning System
- For research/academic purposes
- Use in emergency situations to protect the vital and medical interest of the applicant/student

Data collected from the parent/legal guardian may be used and processed for the following purpose:

- Use in emergency situations to protect the vital and medical interest of the applicant/student

### **Storage:**

Personal Data collected of the both applicant/student and parent/legal guardian are stored/kept and processed in the following manner:

- The physical document collected are stored in secure storage locations such as steel cabinets or secure area provided and can only be opened by authorized personnel.
- Records/data are properly labeled and recorded.

- The electronic version of the personal data whether digitized or transcribed are stored in the Guidance and Evaluation Center's data bank. Only authorized personnel are given the rights to access the data thru various access control mechanisms.

**Disclosure:**

The personal data of both the applicant/student and parent/legal guardian are shared with the following units within the institution for the previously stated purposes:

- Departments relevant to the grade level/degree program of the applicant/student
- Principal's Office for assessment and approval purposes
- Health Services/ Clinic for medical or health related requirements
- Guidance and Evaluation center for counseling and career related activities and research purposes
- Registrar's Office for monitoring/recording of students' records
- Parents or Legal Guardian of the applicant/student for information purposes
- Class Adviser/Subject Teacher for monitoring and follow-up of students' academic and behavioral standing
- Personal data SHALL NOT be shared with parties not stated above without prior consent from the student/guardian

**Disposal:**

- Applicant's data such as Report Card, Birth Certificate, Baptismal Certificate, Certificate of Completion, Permit to Study (for Foreign Applicant) are transferred to the Office of the Registrar upon acceptance and enrollment. Such data is stored by the office in perpetuity as needed by general practices of registrars of the institution.
- Documents such as Medical Certificate and X-ray Result (for College applicants) are kept in the files of the Health Services for monitoring and evaluation of the students' health status.
- Application form, Consent form, Good Moral Certificate/Recommendation form are given to the Guidance and Evaluation Center. Records are stored in the individual folder of student and kept in the steel cabinet with proper label.
- Applicants who did not qualify for admissions and those who did not proceed to enrolment, the data collected shall be kept for a period of 1 year from the date of application so as to allow applicants to enroll at a later time if they decided to do so. Upon the lapse of the 1 year period, paper documents shall be shredded for secure disposal. Electronic records shall be deleted securely as well.
- Data collected from the students and their parents/legal guardian shall be retained while the student is still enrolled in the institution. Once the student graduates, such personal data shall be disposed of in a secure manner.



**CONSENT FORM**

**Applicant below 18 years old:**

I, \_\_\_\_\_ acting as parent/legal guardian of \_\_\_\_\_ who is currently applying for \_\_\_\_\_ (Grade level/Strand) admissions/enrolment into La Consolacion College Caloocan am allowing LCC-C to collect and process the personal data/record/other attachment in relation to the purpose of admissions/enrolment to the institution.

**Applicant 18 years old or above:**

I, \_\_\_\_\_ of legal age and is currently applying for \_\_\_\_\_ (Grade level/Coursel) admissions/enrolment into La Consolacion College Caloocan am allowing LCC-C to collect and process the personal data/record/other attachment in relation to the purpose of admissions/enrolment to the institution.

Consequently, consent is being given for the purposes indicated in the Admissions Policy and Data Privacy and Information Manual of the Guidance and Evaluation Center.

**Below 18 years old:**

**18 years old and above:**

\_\_\_\_\_  
Parent/Guardian's Signature  
Over Printed Name

\_\_\_\_\_  
Signature Over Printed name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

