



DATA PRIVACY CONSENT FORM (For Applicants, Students and Alumni)

Manila Adventist College (MAC) is committed to ensure the privacy and accuracy of your confidential information. We place a high priority on the privacy and security of personal data entrusted by its stakeholders for legitimate purposes.

Manila Adventist College is required by law to protect personal information and comply with the Data Privacy Act of 2012 (DPA) and cooperate fully with the National Privacy Commission (NPC).

Your privacy is of utmost importance to us.

Processing of Personal Data

A. Collection of Information

We may collect and process the following information about you upon your enrollment at MAC and subsequently in order to manage your relationship with us as a registered student. Please note that some of the information listed below will only be collected in specific situations and will not therefore be collected in respect of all students.

Personal and Contact Details. Personal data, such as but not limited to your name, address, contact number, birthdate, birthplace, age, gender, citizenship, civil status, ethnicity, nationality, religious affiliation;

Family Reference. Contact or personal information of your relatives or guardian, such as but not limited to your mother's name, father's name, or guardian's name;

Medical Details. Medical information and medical history, such as, but not limited to illnesses, allergies, and *in case of emergency* details;

Educational Attainment. Education Information, such as, but not limited to your primary, secondary and tertiary education; credentials, and training or seminars attended;

Closed-Circuit Television. Our college is also equipped with CCTV cameras to help us ensure safety and security of the students, the professors/teachers, the staff, and the establishment.

Anyone who sends unsolicited to the institution by any means (e.g., mail, email, fax) expressly consents to the storage, destruction, processing, or disclosure of the data, as well as any other reasonable business-related use by the college or any government agency of the unsolicited data.

Manila Adventist College will not knowingly collect or use personal data in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

B. Access to Information

Under Data Privacy Act of 2012, we are classified as a controller and processor, which means we are legally responsible for the personal data we collect and hold about you. They may consist of written records, photographic and video images, digital material, and even biometric records.

We will use your personal information to:

1. Enroll you as a student, where your application is successful and you accept our offer;
2. Communicate with you about the enrolment process.
3. Facilitate your education;
4. Record the details of your previous academic studies (including any placements with external organizations);



5. Determine your examination achievements;
6. Communicate with you about your education.
7. Manage your use of facilities and participation at events (e.g. computing, libraries, accommodation, functions, graduation, careers);
8. Support your training, health, safety and welfare requirements;
9. Operate security, disciplinary, complaint, and quality assurance processes and arrangements;
10. Monitor compliance by you with MAC's policies and your other contractual and legal obligations.
11. Monitor computer and network use for further guidance on the monitoring that we may carry out;
12. Monitor your use of our networks to protect the security and integrity of MAC's IT network and information and electronic communications systems.
13. Allow your achievements to be accredited, for example by inclusion in the Higher Education Achievement Report.
14. Tell you about the opportunities and support that are available to you, such as funding streams or events;
15. Administer the financial aspects of your relationship with us and any funders/sponsors.
16. Communicate with you our official announcements.
17. Share with you our marketing and promotional materials regarding school related functions, events, projects and activities.
18. Solicit your participation in research and non-commercial surveys sanctioned by the college.
19. Solicit your support, financial or otherwise, for college projects and events.

C. Sharing of Information

MAC will only transfer or share information in circumstances where the information will have appropriate protection; where the transfer is necessary for the provision of service to the individual; or where consent has been obtained.

For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Posting of acceptance to the College, awarding of financial aid and merit scholarship grants, class lists, class schedules, online, in school bulletin boards, or other places within the campus;
2. Sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the College, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. Sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
4. Publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
5. Distribution of the list of graduates and awardees in preparation for and during commencement exercises;
6. Reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal Education Board, Supreme Court, etc.), when required or allowed by law;
7. Sharing of information with entities or organizations (e.g. Adventist Accrediting Association (AAA), Federation of Accrediting Agencies of the Philippines (FAAP), Association of Christian Schools, Colleges and Universities - Accrediting Council, Inc. (ACSCU), Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)) for accreditation and university ranking purposes;
8. Sharing of information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events;



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Formerly Manila Sanitarium and Hospital and School of Medical Arts, Inc. | 1975 Corner Donada and San Juan Streets, 1300 Pasay City, Philippines
Postal Address: P.O. Box 1592, 1099 Manila, Philippines | Telephone: (632) 8525-9191 Locals: 282 (Registrar), 602 (Finance)
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9. Complying with court orders, subpoenas and/or other legal obligations;
10. Conducting internal research or surveys for purposes of institutional development;
11. Publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
12. Sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
13. Use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
14. Live-streaming of College events;
15. Publication of communications with journalistic content, such as news information in College publications, and social media sites;
16. Providing information such as class lists and photos to partner hospitals, local health centers and other similar organizations, in the case of MAC students that rotate in these institutions as part of the medical curriculum.

Data Protection

We shall apply reasonable and appropriate organizational, physical and technical security measures to protect the personal data we have collected.

The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the College's different units or offices. Access to your personal data is limited to College personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that our use of your personal data will not be excessive.

Any incident or data breach made known to the MAC will be recorded and reported as required by law. MAC will take all reasonable and necessary steps to remedy such incident or breach and to mitigate any adverse impact of such incident or breach. If an incident is strongly suspected to have an impact on your personal information, MAC will inform you accordingly.

Unless otherwise provided by law or by appropriate College policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or a College policy, all affected records will be securely disposed of after such period.

Confidentiality

After successful completion of your program at MAC and you are already an alumnus, your personal information remains private/confidential.

Our employees operate and maintain personal information in strict confidentiality. They are required to sign non-disclosure agreements and have received training on the company's privacy and security policies to ensure confidentiality and security of personal data.



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Right to Privacy

As provided by the Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can get in touch with our Data Privacy Officer at contact details below or at National Privacy Commission at <https://privacy.gov.ph/>. MAC will consider your request and reserves the right to deal with the matter in accordance with the law.

Contact Information

If you have further questions or concerns regarding your privacy rights, this Consent Form or any matter regarding the Data Privacy Act of 2012, you may contact our Data Protection Officer at privacy@adventisthealth-mnl.com.

You may also visit us at:

Data Protection Office

Director's Hall

Adventist Medical Center Manila

City of Pasay, Philippines

(632) 8525 9191 local 640

Consent

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Printed Complete Name and Signature of Student

Date: _____

If below 18 years old,

Printed Name and Signature of Parent or Guardian

Date: _____

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ACCREDITED BY



Adventist Accrediting Association (AAA) • Federation of Accrediting Agencies of the Philippines (FAAP) • Association of Christian Schools, Colleges and Universities - Accrediting Council, Inc. (ACSCU) • Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)