



Privacy Policy for Personnel

Introduction

This policy covers how the University collect, use, store, retain and dispose of personal information from all personnel. La Consolacion University Philippines is dedicated to protecting and preserving the data privacy of our personnel. Therefore, we are committed to complying and implementing the Data Privacy Act of 2012.

Information We Collect, Acquire, and Generate

We collect your personal information in different forms. The information may be in paper or electronic form, photo and video, and biometric records. It may include the following:

- Personal details such as name, birth, gender, civil status and affiliations;
- Contact information such as address, email, mobile and telephone numbers;
- Academic information such as grades, course and academic standing;
- Medical information such as physical, psychiatric and psychological information.

Collected information shall be used for the following:

- Evaluating applicants and processing their applications
- Verifying the applicants submitted information
- Administering human resource and development program
- Processing payroll and benefits of employees
- Other similar or related tasks

Sharing, Disclosure, or Transfer of your information may include the following:

Submission of information to government agencies such as CHED, DEPED, SSS, PhilHealth, Pag-IBIG, and BIR

- Requirements for accreditation
- Live streaming of activities, events, programs of the University
- For research and publication
- For social media post for the purpose of marketing and promotion of school related activities, events and projects
- Other purposes, when necessary and under circumstances permitted or required by law

How We store and retain your information

The University will ensure that all personal data under its custody are protected against any accidental or unlawful disposal, alteration, and disclosure, as well as against any other unlawful processing. In addition, the University will implement appropriate security measures in storing collected personal information, depending on the nature of the information.

Changing This Data Privacy Policy

Changes could be made to this Data Privacy Policy from time to time and posted on our website. Changes will be immediately enacted as soon as they are posted.

Contact Us

Data Privacy Officer
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