



## Privacy Policy for Students, Parents and Guardians

### Information We Collect, Acquire, and Generate

All personal information we collect follow the principle of Transparency, Proportionality and Legitimate Purpose. LCUP collects personal information upon admission and enrollment from the student, parent and/or guardian. Personal information collected include but not limited to:

- 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.

Only authorized LCUP personnel shall have access to use the collected personal information. Collected information shall be used for the following:

- Evaluation of application to the University
- Enrollment process
- Admission
- Compliance with DEPED and CHED orders and memorandums
- Academic records
- Recognition and awards
- Processing of grades
- Maintaining records of academic, co-curricular, and extra-curricular activities
- Maintaining student information systems
- Processing of scholarship application
- Maintaining alumni records
- Generating data for statistical and research purposes
- Communicating official school announcements
- Distribution of marketing and promotional materials regarding school related activities, events and projects
- Student organizations
- Collaboration with public and private agencies and institutions
- Student development and student welfare programs
- Medical, dental, psychiatric and psychological records
- Scholarship Programs
- Internship Programs
- Student Disciplinary process
- Security
- Accreditation
- Immigration assistance
- Other purposes necessary for LCUP to perform its obligation and function as a higher education institution

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

- As part of the requirements of CHED/DEPED
- Processing of scholarship, awards, and membership to outside organizations
- Internship matching program
- Sharing of your personal information to parents and guardians for health, safety and security
- Requirements for accreditation
- Immigration, visa application and extension
- 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

### Storage and Retention of 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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