



# Misamis University

Ozamiz City

## STUDENT DATA PRIVACY POLICY NOTICE

### Statement of Privacy Policy

The **MISAMIS UNIVERSITY** is committed to protect and respect your personal data privacy. This Personal Data Privacy Notice and Consent Form, prepared in accordance with the Data Privacy Act of 2012, sets out our personal information protection practices that are put in place to protect the personal information of individuals whom we deal with.

Please note that we may amend this Data Privacy Notice and Consent Form at any time without prior notice and will notify you of any such amendment via our website or by email.

### Privacy Notice

#### Personal Information

We collect and process the following personal information from you when you manually or electronically submit to us upon your enrollment and in the course of your study with MU:

|   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>• Full name</li><li>• Home address</li><li>• Email address</li><li>• Date of birth</li><li>• Civil Status</li></ul> | <ul style="list-style-type: none"><li>• Religion</li><li>• Family Background</li><li>• Face/photo</li><li>• Contact number</li></ul> | <ul style="list-style-type: none"><li>• Government issued ID numbers</li><li>• Billing information</li><li>• Physical Exam Results</li><li>• Psychological Evaluation Results</li></ul> |
|---|--|---|

### Use

The collected personal information is utilized solely for the following purposes:

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Processing of enrollment</li><li>• Documentation of students' data</li><li>• Posting or display of academic and non-academic achievements within the University premises and/or website</li><li>• Processing of application for scholarship</li><li>• For verification of authentic records of students</li><li>• Processing of application for graduation</li><li>• Evaluation for board examinations</li></ul> | <ul style="list-style-type: none"><li>• Processing of grades and generation of statement of accounts</li><li>• Validation of students' program of study based on curriculum requirements</li><li>• Library, community engagement, job posting, practicum, internship and medical and dental purposes</li></ul> |
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The said data is not **shared with any outside parties other than your parents and/ or guardian on record**, without your consent unless the law and our rules allow us to. We hold this personal information data and use it to support your learning, monitor and report on your progress, and assess how well your school is doing.

### Protection Measures

Only authorized MU personnel has access to these personal information, the exchange of which will be facilitated through email and hard copy. They will be stored in a database for **as long as necessary** after which physical records shall be disposed of through shredding, while digital files shall be kept in our files for as long as necessary.

### Data transfer and sharing

Where MU consider it necessary or appropriate for the purposes of data storage or processing or providing any service or product on our behalf to you, or implementing an academic linkage program, we may transfer your personal information to third parties within or outside the Philippines, under conditions of confidentiality and similar levels of security safeguards.

### Access and Correction

You have the right to ask for a copy of any personal information we hold about you, including existing data sharing agreement with third parties, as well as to ask for it to be corrected. To do so, please contact Dr. GERALDINE D. DURIAS, Data Privacy Officer and/or Data Privacy Compliance Officer Mr. JOEY A. CABRERA, at the following contact information:

**Email**  
dpo@mu.edu.ph  
dsa@mu.edu.ph

**Contact Number**  
521-0367 loc 114  
521-0367 loc 113

**Marketing Consent**

The university shall also use your personal information in the marketing and promotion of the University and other academic and non-academic student/ school activities inside and outside the University. Kindly check (/) the box indicate your consent.

**Privacy Consent**

Please confirm your consent to MU for the processing of personal information data relating to you for university administration, student and graduate studies and management purposes (examples of which are set out above) by signing this form in the space provided below. If you have any questions, please contact the above-stated Data Privacy Officer and/or Data Privacy Compliance Officer.