



**Holy Family School of Quezon City**  
**SIERVAS DE SAN JOSE CENTER OF EDUCATION**  
66 Maginhawa St., U.P. Village,  
Diliman, Quezon City

## **DATA PRIVACY CONSENT FORM**

I am the parent/legal guardian of \_\_\_\_\_ who is enrolling as a student of Holy Family School of Quezon City, Inc. I am giving consent for HFSQCI to collect and process my daughter's personal data in relation to her enrollment in HFSQCI.

By signing below, I warrant that I have read and understood the following provisions and agree with their full implementation:

1. Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my child's personal data. "Personal data" refers to all types of personal information as clearly identified by the National Privacy Commission (NPC Advisory No. 207-01), which include:
  - 1.1 Information on her personal circumstances and directory information such as – but not limited to – name, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
  - 1.2 Information that shall be generated upon enrolment and during the course of my child's stay with HFSQCI upon enrolment and during the course of her stay shall include data on her academic or curricular undertakings, the classes she enrolls in, scholastic performance, attendance record, medical record, etc, co-curricular matters, such as outreach activities, study tour; as well as extra- curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. HFSQC will also collect information in connection with any disciplinary incident, including accompanying sanctions that my child may be involved in.
2. I understand that by applying for admission/registering as a student of HFSQCI, I am allowing it to collect, use and process my child's personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other similar circumstances.
3. The personal data of my child/ward will be accessed and used by HFSQCI and the personnel of the unit/office concerned who have a legitimate interest in it for the purpose of carrying out their official duties.
4. The purposes for which HFSQCI may share or disclose the personal data of my child/ward include among others:
  - 4.1 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;

- 4.2 distributing the list of graduates and/or awardees during year-end rites;
  - 4.3 promoting the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
  - 4.4 live-streaming of HFSQCI events;
  - 4.5 sharing information to school service providers in the performance of their services on behalf of the School (Center for Educational Measurement, Inc., Online School Information and Registration Services, and others.); and
  - 4.6 complying with statutory and/or other legal obligations.
5. I am made to understand that under the DPA 2012, on behalf of my child/ward who is minor, I have the right to be informed of the processing of her data, reasonable access to the personal information upon demand, correct, withdraw or order the blocking, removal or destruction of her personal information on grounds indicated therein.
6. By providing personal data to HFSQCI, I am confirming that the data are true and correct. I understand that HFSQCI reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue and incorrect.
7. By entering into this Agreement, I am not relying upon any oral or written representations or statements made by HFSQCI other than what is set forth in this Agreement.
8. Any issue that may arise in connection with the processing of my personal information will be settled amicably with HFSQCI before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

**Complete Name of Child / Ward:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_

**Printed Name of Parent or Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For 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 through the following details:

**The Data Protection Officer**

Tel. No.: (02) 8921-6274 or 8926-1930

Email Address: *dpo@hfsqc.edu.ph*