



SAN BEDA UNIVERSITY

PRIVACY NOTICE FOR STUDENTS, TEACHING AND NON-TEACHING PERSONNEL, ALUMNI AND VISITORS

Welcome Note

Welcome to San Beda University – “SBU” (Manila and Rizal).

This Privacy Notice tells you about our policy regarding the data that we collect, use, store, transfer/disclose and retain/dispose or otherwise process your personal data.

If you are the parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

In this NOTICE, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA or you can visit the office of the SBU’s Data Protection Officer. You should also

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