



MABALACAT CITY COLLEGE

MABALACAT CITY COLLEGE PRIVACY NOTICE FOR STUDENTS

In compliance with the Data Privacy Act of 2012 (the “DPA 2012”), you will be asked by the Mabalacat City College (“MCC” or the “College”) to provide your personal and sensitive personal information when you apply as student and/or admitted as student of the College.

WHAT INFORMATION DOES MCC COLLECT FROM YOU?

When you are applying as student or personnel, we may collect a variety of information, including but not limited to your name, sex assigned at birth, civil status, citizenship, date of birth, place of birth, address, contact number, e-mail address, educational background, grades, family information, and health background.

In certain cases, we may ask for a government-issued ID for authorization and validation purposes. Your image may also be captured by the College’s CCTV cameras.

WHY DOES MCC COLLECT YOUR INFORMATION?

- Assessment of qualifications and eligibility for admission and retention
- Enhance access of disadvantaged students to the College’s services
- Evaluation of your fulfillment of your academic requirements
- Evaluation of your actions and reasons that may be the subject of disciplinary action
- Evaluation and recommendation for graduation
- Evaluation and recommendation for academic awards and/ or honors
- Assessment of physical fitness for enrollment, school activities, competitions, trainings, seminars and other programs
- Provision of appropriate health services once availed or in cases of emergency
- Provision of food services consistent with one’s beliefs and health requirements
- Verification of identity and authorization of claimants, and anti-fraud purposes
- Internal purposes, i.e., auditing, data analysis, statistics and research to improve services and communications
- Fulfillment of the College’s contractual and legal obligations for tuition payments, scholarships and grants
- Security, public order and safety
- Guidance and counseling services
- Career and placement

TO WHOM DO WE SHARE YOUR INFORMATION?

As a general rule, the College will not disclose your personal and sensitive personal information to third parties without your consent. The College will only do so when required or allowed by law (e.g. Implementing Rules and Regulations and Implementing Guidelines for the Universal Access to Quality Tertiary Education Act of 2017 and the UNIFAST Act).

HOW DO WE PROTECT AND SECURE YOUR INFORMATION?

The College makes sure that the integrity, accuracy and confidentiality of your information are maintained and secured. Computer systems are housed in facilities with physical security





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measures in place, including limited access, locked fixtures with identifiable keyholders and user logs. Some of your information are in cloud storage where your data is encrypted.

The College retains and archives your records so it can provide you with the proper transcripts, certifications and other documents that you will request after you graduate.

DO YOU HAVE ACCESS TO YOUR INFORMATION WITH US?

You have the right to access your personal information provided that you will present your College ID or other documents that will enable the College to verify and confirm your identity. In case you process or request documents through a representative, the College will require you to provide a letter of authorization specifying the purpose for the request and/or processing of your information and your College ID or other valid government-issued ID, as well as the valid government-issued ID of your representative.

For correction of your information, the concerned office/s will issue guidelines on how you can request the correction of your personal information.

DO YOU HAVE ANY QUESTIONS?

If you have any data privacy queries or concerns, you may contact the Office of the College President through the following:

- a. **Via post**
OFFICE OF THE PRESIDENT
Rizal St., Brgy. Dolores
Mabalacat City
- b. **Via e-mail**
dataprivacy.mcc@gmail.com
- c. **Via landline**
(045) 875-6887 | (045) 875-6978





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MABALACAT CITY COLLEGE PRIVACY NOTICE FOR EMPLOYEES AND PERSONNEL

In compliance with the Data Privacy Act of 2012 (the “DPA 2012”), you will be asked by the College to provide your personal and sensitive personal information when you apply as personnel and/or appointed or hired as employee or personnel by the College.

WHAT INFORMATION DOES MCC COLLECT FROM YOU?

When you apply for a job or offer your services to the College as a self-employed individual, the College will collect a variety of information, including but not limited to your name, mailing address, phone number, e-mail address, contact preferences, birthdate, family background, educational background, work experiences, character references, skills, hobbies and other personal information, sensitive or otherwise.

In certain cases, the College will ask for a government-issued ID for security and validation purposes. Your image may also be captured by the College’s CCTV cameras.

WHY DOES MCC COLLECT YOUR INFORMATION?

- Processing of application for employment
- Assessment of qualifications for the job applied for
- Verification of identity and information you provided in your resume and application forms
- Processing of employment upon acceptance of job offer
- Employment benefits and compensation
- Performance evaluation
- Employment training
- Internal purposes, i.e., auditing, data analysis, and research to improve services and communications
- Security, public order and safety

TO WHOM DO WE SHARE YOUR INFORMATION?

Since the College is a local college of Mabalacat City, the personal and sensitive personal information of its personnel are shared with the Local Government of Mabalacat City for the purposes indicated above and with government agencies and law enforcement when necessary or appropriate.

HOW DO WE PROTECT AND SECURE YOUR INFORMATION?

The College makes sure that the integrity, accuracy and confidentiality of your information are maintained and secured. Computer systems are housed in facilities with physical security measures in place, including limited access, locked fixtures with identifiable keyholders and user logs. Some of your information are in cloud storage where your data is encrypted.

The College retains and archives your records for the period necessary to fulfill the purposes outlined above unless a longer retention period is required or permitted by law.





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DO YOU HAVE ANY QUESTIONS?

If you have any data privacy queries or concerns, you may contact the Human Resource Management Unit through the following:

- a. **Via post**
OFFICE OF THE PRESIDENT
Rizal St., Brgy. Dolores
Mabalacat City
- b. **Via e-mail**
dataprivacy.mcc@gmail.com
- c. **Via landline**
(045) 875-6887 | (045) 875-6978

