



MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 3rd QUARTER MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON SEPTEMBER 4, 2020, 2:00 P.M. VIA GOOGLE MEET (VIRTUAL)

Present:

Chairperson: Hon. Crisostomo C. Garbo

Mayor, Mabalacat City, Pampanga
OIC MCC President

Members: Hon. Krizzanel C. Garbo

Chairperson, Committee on Education,
Sangguniang Panlungsod, Mabalacat City,
Pampanga

Imelda DP. Soriano, Ed.D.
Ms. Irene Cristy M. Bacolod
Neil P. Rigdao
Rosanel L. Dimarucut

Representative, ALCU-National
President, MCC Faculty Association
President, MCC Alumni Association
President, MCC Student Council

Guests: Michelle Aguilar-Ong

Chief Administrative Officer

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RESOLUTION NO. 23

Series of 2020

APPROVING THE PRIVACY POLICY OF MABALACAT CITY COLLEGE PRIVACY NOTICE FOR STUDENTS

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, in compliance with the Data Privacy Act of 2012 (the "DPA 2012"), students will be asked by the Mabalacat City College ("MCC" or the "College") to provide their personal and sensitive personal information when they apply as student and/or admitted as student of the College.



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RESOLVED by the Board of Trustees of Mabalacat City College that:

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



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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 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

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED by the Board of Trustees, through its 3rd Quarter Meeting herein assembled to approve the Mabalacat City College Privacy Notice to Students.

RESOLVED further that a copy of this resolution be furnished to the Sangguniang Panlungsod of Mabalacat City, Pampanga and other concerned offices.

APPROVED this 4th day of September 2020.



Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

Approved by:

HON. CRISOSTOMO C. GARBO
City Mayor/BOT Chair

HON. KRIZZANEL C. GARBO
Member, Chairperson-Committee on Education
Sangguniang Panlungsod

IMELDA DP. SORIANO, Ed.D.
Representative, ALCU-National

MS. IRENE CHRISTY M. BACOLED
Member, President – MCC Faculty Association

MS. ROSANEL DIMARUCUT
Member, President- MCC Student Council

MR. NEIL P. RIGDAO
Member, President-MCC Alumni Association