



PAASCU Accredited

MANRESA SCHOOL

Hijas de Jesus

Candida Maria St., BF Homes

Parañaque City

Tel No. 88429918

DATA PROTECTION OFFICE



**GLOBAL COMPACT
ON EDUCATION**

"No one should seek their own good, but the good of others."

1 Corinthians 10:24

DATA PRIVACY POLICY FOR PARENTS

Manresa School recognizes the importance of data privacy and is committed to safeguarding the personal information of parents in accordance with the provisions of the Data Privacy Act of 2012 (DPA). We respect your right to privacy and are dedicated to protecting your personal data while ensuring transparency in our data processing practices.

For the purposes of this Data Privacy Policy, the terms "PERSONAL DATA" and "PERSONAL INFORMATION" may be used interchangeably. Personal "data" or personal "information" refers to information collected by Manresa School, through its authorized representatives, from which the identity of parents may be reasonably or directly ascertained. This includes sensitive information about personal backgrounds, contact details, and other related data.

This policy addresses the following:

A. Information We Collect

Manresa School collects personal data from parents as part of our educational and administrative processes. This information is obtained through various forms, including manual and digital records, application forms, communication channels, interactions with the school, and CCTV Footages.

1. Personal Information Collected During Application and Enrollment

Upon application and enrollment of your child, Manresa School collects necessary contact information, including names, addresses, telephone numbers, email addresses, and other relevant contact details. We may also collect limited personal background information for the purpose of student admissions, as well as for processing payments, including tuition fees and other financial transactions.

2. Communication and Interaction Data

We may collect data related to your communications and interactions with the school, including emails, messages, and phone calls. This data may include information shared voluntarily during meetings, events, or discussions with school representatives.

B. How We Use the Information We Collect

The personal information we collect from parents is utilized for essential communication, administrative, and operational purposes to ensure a smooth educational experience for your child. This includes:



TATAK MANRESA: KAPATID SA KAPWA

1. Communicating school announcements, updates, and important information.
2. Facilitating parent-teacher meetings and conferences.
3. Maintaining records of parental contact for emergency purposes.
4. Responding to inquiries, requests, and concerns from parents.
5. Processing necessary administrative tasks related to student enrollment and activities.
6. Processing payments, including tuition fees and other financial transactions, through the Treasurer's Office.

C. Disclosing and Sharing the Information We Collect

Manresa School respects the confidentiality of parental information and limits the disclosure and sharing of such data to situations that are necessary and aligned with legitimate purposes, including:

1. Sharing information with authorized school personnel and administrators solely for operational and communication purposes.
2. Complying with legal requirements, government regulations, and applicable laws.

D. Storage, Retention, and Disposal of Personal Information

Personal information provided by parents is securely stored in accordance with applicable data privacy and security measures. We retain this information only for the duration necessary to fulfill the purposes outlined in this policy or as required by law.

E. Rights Under the Data Privacy Act

Parents have certain rights under the Data Privacy Act, including:

1. The right to be informed about the processing of personal data.
2. The right to access their personal data held by the school.
3. The right to correct inaccuracies or errors in their personal data.
4. The right to object to the processing of their personal data for specific purposes.
5. The right to request the suspension, withdrawal, or blocking of their personal data.
6. The right to be indemnified for damages due to inaccurate or unauthorized use of personal data.
7. The right to obtain a copy of their data undergoing processing in an electronic or structured format.

If parents wish to exercise their rights under the DPA, they may contact the Data Protection Officer at:

DATA PROTECTION OFFICER
Manresa School
Candida Maria St., BF Homes, Parañaque City
(02) 842-9918
dpo@manresaschool.edu.ph

F. Updates and Effectivity

Manresa School reserves the right to update and improve our Data Privacy Policy as necessary. Any modifications will be effective upon notification through official channels. Parents are encouraged to periodically review this policy to stay informed about how we collect, use, and protect personal information.



Manresa School is committed to maintaining the privacy and security of parental data and ensuring compliance with data privacy regulations.

