



## **Privacy Notice**

De La Salle-College of Saint Benilde (DLS-CSB) respects the individual's right to privacy. The College is committed to protecting the confidentiality of your personal information, thus it has adapted necessary measures to secure it. The College is bound to comply with the Data Privacy Act of 2012 (RA 10173), its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission.

This Privacy Notice discloses the privacy practices for DLS-CSB websites. By accessing this website, you are consenting to our collection and use of information in accordance with this Privacy Notice.

This website is only accessible to students and associates with existing Benilde Infonet Accounts.

This website ([www.we.benilde.edu.ph](http://www.we.benilde.edu.ph)) provides information about the College, in particular: college strategic plan, programs, adult formation calendar of activities, student/faculty/administrative manuals, guidelines, policies and news, articles, images, photos and videos related to the College.

From the website, students/associates may download the following: award entry forms, faculty leave request forms and professional development forms.

### **What information do we gather about you?**

You do not need to create a new account to access this website; however, you will be asked for your Benilde Infonet account name and password. We may ask for some personal details if you wish to access some of our services.

This website is integrated with other College information systems which will require you to log in separately.

We and our third party vendors collect certain information regarding your access to the website, such as the page visited, your IP address and browser type. We may use your IP address to identify the general geographic area from which you are accessing this site.

### **What do we use your information for?**

We use the information gathered from you for systems administration purposes, abuse prevention, user trend tracking, and other purposes described in this notice. We will not share with, sell to, or authorize any third party to use your personal information for commercial purposes without your permission.

Usage information may be shared with third party vendors to the extent necessary to provide and improve web services or other communications to users. For example, we use Google Analytics to generate reports on site usage, web traffic, user behavior, and user interests in order to optimize our website for our visitors.

We may also provide your information to third parties in the following circumstances: (1) when you have given consent; (2) if it is in response to subpoenas, court orders or legal processes; (3) if it is a requirement to fulfill a service that you have subscribed to; (4) to detect, prevent or otherwise address fraud, security, or technical issues; or (5) to protect our rights and safety and the rights and safety of our users or others.

### **How is this information collected?**

Google and other third parties may use cookies, and similar technologies to collect or receive information from this website and elsewhere on the internet and use that information to provide measurement services and target ads. For more information on Google Analytics privacy policy, visit <https://privacypolicies.com/blog/privacy-policy-google-analytics/>.

You may choose not to give your personal information; however, DLS-CSB may not be able to provide the service that you may require.

### **Cookies**

Cookies are small files that are stored on your computer (unless you block them). We use cookies to understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. You may disable cookies through your individual browser options.

### **Other Websites and Cookies**

This website may contain links to other non-DLS-CSB websites. We are not responsible for the privacy practices or the content of such websites. Cookies may be set by parties other than us. These “third party cookies” may, for example, originate from websites such as Twitter, Facebook, or other social media services for which our website has implemented “plug-ins” of. Since the cookie policies of these sites change

over time, you should determine their policies by visiting the privacy policy pages of these sites directly.

### **Information Protection**

This website has reasonable administrative, physical and technical security measures in place to help protect against the loss, misuse, and alteration of the information under our control. However, no method of transmission over the Internet or method of electronic storage is 100% secure.

The College protects your personal information through:

- Confidentiality requirements and data privacy training of our associates;
- Document storage security policies;
- Security measures to control access to our systems and premises;
- Limitations on access to personal information;
- Strict selection of third party data processors; and
- Electronic security systems, such as firewalls and data encryption.

### **Storage and Transmission**

Personal information is stored in the College database and Google cloud.

### **Retention Period**

Data will only be retained until they are still relevant for DLS-CSB. In case a retention period is provided, all records after such period will be securely disposed of.

### **Data Subject Rights**

You have the following rights as data subjects:

- Right to be informed what personal information the College holds about you and what it is used for
- Right to reasonable access to your personal information
- Right to object to the processing of your personal information
- Right to update the personal information the College holds, or rectify inaccurate data
- Right to erasure
- Right to data portability
- Right to file a complaint
- Right to damages

You may request access to your personal information, and/or have it corrected, erased or blocked on reasonable grounds. The College will consider the request and reserves the right to deal with the matter in accordance with law.

### **Amendment/Modification of Data Privacy Policies**

The College reserves the right to modify/amend this notice at any time in its sole discretion and will publish such modification in our website. The modification shall take effect immediately upon posting.

Queries and complaints can be directed to the Data Protection Officer at tel. no. (632) 230-5100 loc. 3104 or email at [dpo@benilde.edu.ph](mailto:dpo@benilde.edu.ph).

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