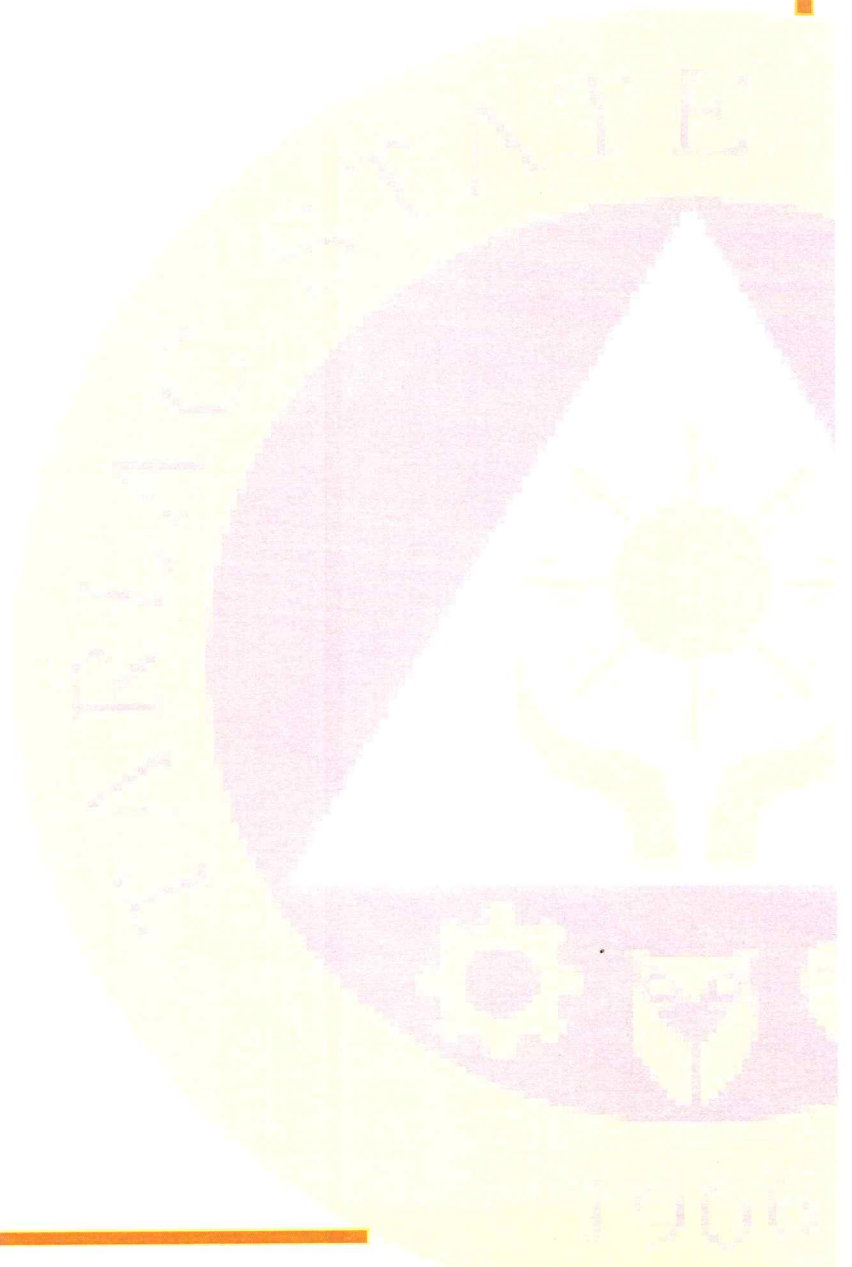




**TARLAC STATE UNIVERSITY
DATA PRIVACY MANUAL**



Vision

Tarlac State University is envisioned to be a premier University in the Asia Pacific Region.

Mission

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.

Be a premier research institution by enhancing research undertakings in the fields of technology and sciences and strengthening collaboration with local and international institutions.

Be a champion in community development by strengthening partnership with public and private organizations and individuals

Core Values

E - xcellence and Enhanced Competence

Q - uality

U - nity

I - ntegrity and Involvement

T - rust in God, Transparency & True Commitment

Y - earning for Global Competitiveness

Development Goals

To uphold academic excellence and establish its position as a premier university in the Region

To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;

To enhance and strengthen partnership with LGUs, private organization and individuals in community development and people empowerment *and*

To enhance income generating projects.


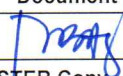

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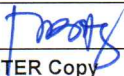
I. Introduction


Tarlac State University (TSU) is committed to protect the privacy rights of individuals on personal information pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations and other relevant policies, including issuances of the National Privacy Commission and applicable laws and regulations relating to privacy and data protection.

Tarlac State University ensures that all personal data collected from students, employees and other parties are processed and released in accordance with the general principles of transparency, legitimate purpose, and proportionality as stated in Data Privacy Act.

Thus, the Tarlac State University (TSU) Data Privacy Manual is hereby adopted to guarantee the safety and security of the personal information of its students, employees and other parties and shall serve as a guide in the exercise of rights under the Data Privacy Act. The TSU Data Privacy Manual is a compliance mandated by the law to safeguard the processes of personal information stored and kept in the University.



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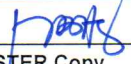
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II. General Data Privacy Principles

All employees, students and other parties are enjoined to comply with and share the responsibility to secure and protect personal information collected and processed by the Tarlac State University in pursuit of legitimate purposes and shall adhere to the principles of transparency, legitimate purpose, and proportionality.

1. **Transparency.** The data subject must be aware of the nature, purpose, and extent of the processing of his or her personal information, including the risks and safeguards involved, the identity of personal information controller, his or her rights as a data subject, and how these can be exercised. Any information and communication relating to the processing of personal data should be easy to access and to understand, using clear and plain language.
2. **Legitimate Purpose.** The processing of information shall be compatible with a declared and specified purpose which must not be contrary to law, morals, or public policy. Personal information such as student's name, parents name and addresses and contact numbers etc., shall be used only for purposes such as enrolment, academic activities, and ailment of student services.
3. **Proportionality.** The processing of information shall be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose. Personal data shall be processed only if the purpose of the processing could not reasonably be fulfilled by other means. Further, processing of personal information must be reasonably necessary or directly related to the University's functions.



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DATA PRIVACY OFFICE

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III. Definition of Terms


- 1. Act refers to Republic Act No. 10173, also known as the Data Privacy Act of 2012.
2. Administration refers to Tarlac State University governing body.
3. Authorized personnel refer to the employees or officers of the University specifically authorized to collect and/ or to process personal information either by their function of their office or position, or through specific authority given in accordance with the policies of the University.
4. Commission refers to the National Privacy Commission.
5. Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information.
6. Data Privacy Act (DPA) refers to Republic Act No. 10173 or the Philippine Data Privacy Act of 2012, its IRR and any issued and/or subsequent circular memorandum and advisories to be issued by NPC.
7. Data Privacy Manual (Manual) refers to this Data Privacy Manual of Tarlac State University which establishes policies and implements measures and procedures that guarantee the safety and security of personal data under their control or custody, thereby upholding an individual's data privacy rights.
8. Data Privacy Officer or DPO refers to the University officer designated to monitor and ensure the implementation of the Data Privacy policies of the University.
9. Data Privacy Response Team refers to the group of persons designated to respond to inquiries and complaints relating to data privacy and to assist in the monitoring and implementation of the Data Privacy policy of the University.
10. Data sharing refers to the disclosure of personal data under the custody of the Tarlac State University.
11. Data subject refers to an individual whose personal, sensitive personal, or privileged information is processed.
12. Personal data refers to all types of personal information collected and processed by the University from the data subjects.
13. Personal data breach refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.
14. Personal information refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information.
15. Processing refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure, or destruction of data.

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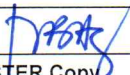
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16. **Privacy Notice** is a notification or statement, in the format specified in this Manual provided to an individual informing them of the use and purpose for collecting or processing the information, and/or which allows such individual to consent to such processing of information.
17. **Required by law** refers to circumstances where a law (other than the DPA) requires an organization to collect, use or disclose or deny access to, personal information. In certain instances, failing to comply with such a legal requirement may be an offense. Such a law may specifically require an organization to collect, use, disclose or deny access. It may also be a law that gives another body, such as another government agency, a general information gathering power that includes the power to require an organization to disclose information to it.
18. **Security incident** is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity, and confidentiality of personal data. It includes incidents that would result to a personal data breach, if not for safeguards that have been put in place
19. **Sensitive personal information** refers to personal information about:
- a) an individual's race, ethnic origin, marital status, age, color, and religious, philosophical, or political affiliations.
 - b) an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings.
 - c) c. issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns iv. Specifically established by an executive order or an act of Congress to be kept classified.
20. **School records** refer to the records of students of all acts, events, accomplishments, results or research and all documents depicting the various activities of the students.
21. **School records** refer to the records of students of all acts, events, accomplishments, results or research and all documents depicting the various activities of the students.
22. **University** refers to Tarlac State University.
23. **University personnel** means all employees (Faculty and Administrative Staff) of Tarlac State University.



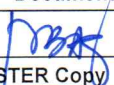
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IV. Scope and Limitations

This Manual applies to all Offices of the University, employees regardless of the type, students, administrators, and other parties whose personal information (applicants for admission or employment and former students or alumni) or school records are required to be kept and secured by the University. The data covered by this Manual is limited to personal information as defined in this Manual, collected, and processed by the University.



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V. Processing of Personal Information



1. Guidelines for Processing of Data (Privacy Policies)

To ensure that the rights of the data subjects are protected, all University Offices and Units are subject to the following policies:

A. Notification and securing consent of the data subjects

Collection of information will be done only upon notification and with the consent of Data Subjects (Students, Employees, and other parties) The privacy notice and the consent form are included in the forms to be filled-out during the application for admission, application for employment, enrollment, or ailment of student services such as scholarships, on the job trainings, etc.

In case, there is no form or written document containing the Privacy Notice, the authorized personnel tasked to collect the information may verbally notify them of the purpose and ask the Data Subject to allow the University personnel to collect and process the information and shall record the processing of information with consent in writing.

B. Access of Authorized Personnel

Only authorized personnel can access and allowed to process the personal information collected from the students, employees, and other parties in accordance with the data privacy policy of the University.

Authorized personnel shall collect personal information which is reasonably necessary or directly related to the functions or activities of the University. Personal Information shall not be collected in anticipation that it may be useful in the future ("just in case" it is needed).

The physical records or those which are not digital stored and secured in the data base are stored in a safe and secured place in the University. Access is restricted where such records may only be retrieved upon specific instructions of the office head, only for legitimate purposes and in accordance with the policies and procedures implemented by the University.

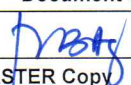
2. Collection of Personal Information


Admission and Registration Office (ARO)

The Admission and Registration Office collects personal information for the purpose of evaluating the eligibility of the applicant for admission or in case of current students, for enrollment in the University.

Human Resource Development and Management Office

The Human Resource Development and Management Office collects the information from employees or applicants for purposes of evaluating the applicant for eligibility for employment, and ailment of employee benefits (i.e., retirement, educational and medical benefits) and collates the information in the individual 201 files of the employees which is required under the provisions the Civil Service Commission. Pursuant to existing policies and procedures of the HRDMO of the University, the 201 files or employee's individual employment records are confidential, and access is restricted to authorized personnel only.

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Student Affairs Services (SAS)

The Student Affairs Services are tasked to collect personal information for the purpose of providing placement services for required on the job training for students, and evaluation of students for eligibility for scholarships provided by the University and other parties and other purposes in accordance with the functions of the Office.

Medical Services Unit

The Medical Services Unit collects sensitive information relating to the medical and dental health of students and employees for monitoring pursuant to the mandated functions of the Unit. Access to the data collected is restricted and limited only to authorized personnel in the office such as the doctor, dentist, nurse, or staff assigned in the Unit. Sensitive information may not be released without the prior consent of the student or authorized representative except in cases life of the student or employee (i.e., epidemic cases as provided under the Department of Health rules and regulations) is at stake.

Management Information System Office

The Management Information System Office is tasked to process, secure, and store the information in a data base system in the University. All personal information collected from students by the different offices mentioned above are primarily encoded and stored in the office system.

Personal information of employees is also encoded and stored in their office system. Access to the personal information is restricted and given only to predetermined authorized personnel in relation to their specific functions in all instances, any access to personal information must be with their consent and for legitimate purposes and must be endorsed by the head of the office recommended by the head of MISO.

Other Offices

All other Offices who collect, process or store student or employee personal information, if any, are subject to the policies provided under this Manual. Office Heads are responsible for ensuring compliance of the provisions of this Manual within their Offices.

3. Basis and personal information processed by the university

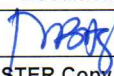
A. Tarlac State University processing personal information based on the following:


- a. Performance of its obligations, exercise of its rights, and conduct functions as an instrumentality of the government and a higher education institution.
- b. Pursuance to Republic Act 6764; and
- c. Tarlac State University Code

B. The following personal information are processed by the University:

- a) Name
- b) Birthdate
- c) Gender
- d) Civil status
- e) Address
- f) Religion
- g) Mobile and telephone numbers
- h) Email address
- i) Grades
- j) Course
- k) Academic Standing



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- l) GSIS, TIN, SSS, Pag-Ibis, Phil-health numbers
- m) Employment position and functions
- n) Academic functions and previous employments
- o) Medical and dental information
- p) Academic records of the student
- q) Academic Certificates
- r) Guidance Records
- s) Disciplinary records
- t) Alien Certificate for foreign students
- u) Individual financial records (i.e., individual tuition fee payments, balances etc.)
- v) And other personal information

C. Sensitive Personal Information

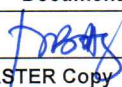
Sensitive personal information may not be disclosed or processed, except in any of the following circumstances:

- a) Consent is given by data subject, prior to the processing of the sensitive personal information or privileged information, which shall be undertaken pursuant to a declared, specified, and legitimate purpose of the University.
- b) The processing of the sensitive personal information provided for by existing laws and regulations, such as medical history to be disclosed by the student as part of the monitoring of the health of the student, provided, that said laws and regulations do not require the consent of the data subject for the processing, and guarantee the protection of personal data.
- c) The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing.
- d) The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations provided that the processing is confined and related to the bona fide members of these organizations or their associations; the sensitive personal information are not transferred to third parties; and consent of the data subject was obtained prior to processing.
- e) The processing is necessary for the purpose of medical treatment: Provided, that it is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal data is ensured.
- f) The processing concerns sensitive personal information or privileged information necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise, or defense of legal claims, or when provided to government or public authority pursuant to a constitutional or statutory mandate.

D. Government-Related processes

Personal information can be process to other government agencies to satisfy reportorial requirements in line with their constitutionally or legislatively mandated functions.



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VI. Accuracy of Information

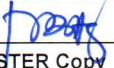
1. Verification of personal information


Authorized university personnel must take reasonable steps to ensure that the personal information collected or processed, up-to-date, complete, relevant, and not misleading. The information collected from students and employees is verified by the offices/units collecting the information. Student information is verified by the University Registrar's Office while the HRMD conducts the verification of employee information and background checks.

2. Correction, or update of information

Students, employees, and other parties may update their personal information through a letter indicating the correction of personal information. An attachment if available, is needed to justify any correction or erasure on the personal information.



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VII. Security of Personal Information

The Tarlac State University shall take reasonable steps to protect the personal information stored and kept in the University. The following security measure shall be implemented to mitigate and prevent the risk of security incident or data breach of personal information.



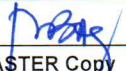
1. Organizational Measures


The following are the Organizational Security Measures of the University:

- A. The management and supervision of protecting the processing of personal information including each processor of personal information within the University are under the jurisdiction and authority of the Data Protection Officer as mandated by the Data Privacy Law. The DPO has the following responsibility:
- a) Implement policies related to data privacy, information security, records management, and data governance within the University.
 - b) Fulfill with legal and regulatory obligations related to data privacy.
 - c) Coordinate with relevant offices to strengthen organizational, physical, and technical security measures.
 - d) Provide data protection support to various units and offices.

The Academic and Administrative Offices of Tarlac State University shall support in the implementation of the privacy and security policies of the University.

- B. Conduct of Data Privacy Capacity Building Seminars/Webinars to all Academic and Administrative employees of the University to understand and be aware the Data Privacy Law, its Implementing Rules and Regulations and other relevant policies, including issuances of the National Privacy Commission and applicable laws and regulations relating to privacy and data protection.
- C. Conduct a Privacy Impact Assessment (PIA) to all Academic and Administrative Offices of the University. The PIA includes an assessment of the IMS registered processes of the different offices which involve processing of personal information of students, employees, and other parties. The PIA also includes the process of understanding the personal data flow, identifying, and assessing the potential threats and vulnerabilities, and proposing measures to address privacy risks.
- D. The authorized employees of the University who has access to personal information stored in the University must register with a paper-based (logbook) or electronic registration platform of the University before accessing any document or file. They shall indicate the date, time, duration, and purpose of each access.
- E. As much as practicable position of computers of employees who has access to personal information must observe privacy and protection when processing personal information and workspaces shall be configured and designed to restrict documents, files, and screens from the view of those who are not assigned to the concerned workspace.
- F. Printouts containing personal information should be immediately removed from printers.
- G. Authorized employees shall not display or work on personal information in public view. Documents and files with personal data shall be kept away when there is a visitor or guest near the workspace and not have copies or reproductions more than minimally necessary.
- H. Documents containing personal data should not be (1) exposed in desks and other workplaces as soon as they are no longer in use; (2) left in desks during breaks, when an errand will be done out of the immediate workspace, or when it is the end of the workday

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- I. (3) outside of designated storage places at the end of the day and when the individuals concerned are expected to be gone for an extended period.

2. Technology Measures

The following are the Technological Security Measures of the University:

- A. Most of the personal information of students, employees and other parties are stored in the University data system. Access to personal information in digital or digitized form by authorized IT employees is restricted and individually identifiable.

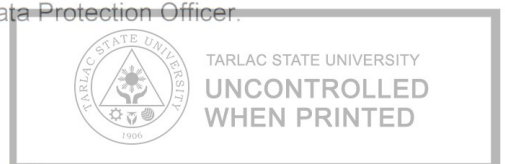
Other than the storage data system of the University, the latter may outsource for other storage and related functions upon execution of an Outsourcing Agreement in accordance with data privacy laws, rules, and issuances.

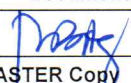
- B. A mandatory installation of a software with security features is implemented to guarantee the security of the personal information stored digitally.
- C. An appropriate encryption minimum standard shall be use in processing personal information that are digitally. Passwords to access personal data should be of sufficient strength to prevent password attacks. Passwords should be check by the MISO office to enhance security.
- D. Transfers of personal data via electronic mail shall use a secure email facility with encryption of the data, including any or all attachments.
- E. Students and employees who access their own personal data online or remotely shall authenticate their identity via a secure encrypted link and must use multi-factor authentication. Their access rights must be defined and controlled by a system management tool.
- F. The saving of files to portable storage devices (such as external hard disks, USB flash disks and optical disks) should be prohibited. Drivers and USB ports on local computers may also be disabled as a security measure. An allocated network drive shall always be preferred to saving files.
- G. In case there is a need to save in a portable storage device, it should be an official portable device encrypted with technologies standard and only authorized employees may access such files with the approval of the head of office and the Data Protection Officer.


3. Physical Arrangement/Facility Measures

The following are the Technological Security Measures of the University:

- A. Personal information collected by the University are digital and paper format. For paper-based format, their storage locations are filed in folders, envelops, drawers, cabinets, rooms, and other storage facilities within the University. Storage of paper-based format shall always be kept secure and always locked when it is not in use.
- B. The digital format containing personal information were securely saved in a server stored protected within the University.
- C. For both formats, only authorized employees shall be allowed to enter and access the storage location and facilities of personal information. Other employees may be granted access upon request of the head of office and approved by the Data Protection Officer.



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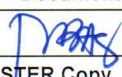
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- D. Various security devices are employed to safeguard the university network and its systems. A 24-hour security is also provided by the University to secure the areas where the University data centers are located.

4. Retention and Destruction of Personal Information

Under the provisions of the laws, the University is required to permanently keep the student and employee records including the information contained therein. In line with this, no personal information may be destroyed unless allowed by laws, if allowed or authorized by law, it must be documented in writing by the Office concerned. Unauthorized destruction should be reported to the DPO or any member of the TSU Data Privacy Response Team.



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VIII. Tarlac State University TSU) Data Privacy Response Team

1. Composition

- A. DPO
- B. PIP – from ARO
- C. PIP – from HRDMO
- D. PIP – from SAS
- E. PIP – from MISO
- F. PIP – from Health Services
- G. PIP – Legal Officer


2. Responsibilities


The Tarlac State University TSU) Data Privacy Response Team were organized as mandated by the law to assess, evaluate, and investigate the occurrence of suspected or actual breach of the Tarlac State University Data Privacy Policy, violation of data privacy rights, any breach, loss, unauthorized access, disclosure, destruction, unauthorized transmission, and other unauthorized processes of personal information in the possession or under the custody of the University.

The Tarlac State University TSU) Data Privacy Response Team shall be responsible of the following:

- A. First responders to any data breach incidents in the Tarlac State University.
- B. Relay information and answers inquiry relating to processing of personal information under the custody of the University.
- C. Conduct verification and investigation of any breach incidents in the University.
- D. Make a report and recommendations based on the investigation of any breach in the University to the President for approval.
- E. Compliance to the provisions of the Data Privacy Act and its implanting Rules and Regulations



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IX. Inquiry and Complaints

1. Inquiry on Data Privacy Issues

Data subjects may inquire information from the Data Privacy Response Team, regarding any matter relating to the processing of their personal information under the custody of TSU, including the data privacy and security policies implemented to ensure the protection of their personal data.

2. Procedure for Complaints


Any individual who has knowledge the occurrence of suspected or actual breach of the Tarlac State University Data Privacy Policy, such as:


- A. violation of data privacy rights.
- B. any breach.
- C. loss.
- D. unauthorized access.
- E. disclosure.
- F. destruction.
- G. unauthorized transmission.
- H. and other unauthorized processes of personal information in the possession or under the custody of the University must be reported immediately to any member of the Data Privacy Response Team.

In any case, the following step must be done:

- A. Step 1-** Any individual, whether connected with Tarlac State University or not, should report any suspected and actual breach within reasonable time by any means of communication to the Data Protection Officer (DPO) or any members of the Data Privacy Response Team.
- B. Step 2-** Any member of the Data Privacy Response Team shall conduct a verification of the allegations in the complaint and determine the following:
 1. Nature of the breach
 2. Circumstances of the breach
 3. Data processing involved
 4. Processor or persons involved
 5. Personal information of affected individual
- C. Step 3-** If warranted, the Data Protection Officer shall convene the entire team for a thorough investigation and recommend actions within twenty-four (24) hours, particularly when the violation is serious or causes or has the potential to cause material damage to the University or any of its students, employees, and clients
- D. Step 4-** The report of investigation and its recommendation shall be submitted to the President of the University for approval.
- E. Step 5-** Generally, the National Privacy Commission shall be notified within seventy-two (72) hours from knowledge of the incident, but, if possible, the approved report and recommendations shall be submitted the same within the time provided by the law.
- F. Step 6-** Any appeal shall be made by any of the affected parties within 15 days from receipt of the approved report.



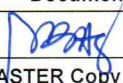
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X. Recovery and Restoration

For any security incident or data breach, Tarlac State University maintain a backup copy (printed and digital) for all personal information kept and stored in the University. The backup copy will be the basis of the file affected during the security incident or data breach. The backup copy will determine the presence of any inconsistencies or alterations resulting from the incident or breach.




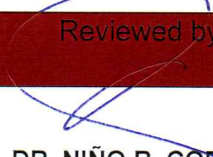
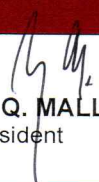
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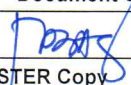
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References

1. Republic Act No. 10173
2. Implementing Rules and Regulation of RA 10173



Prepared by:	Reviewed by:	Approved by:
 DR. GRACE N. ROSETE Data Protection Officer	 DR. NIÑO B. CORPUZ VP, Planning and Quality Assurance	 DR. MYRNA Q. MALLARI President

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