

## **DATA PRIVACY NOTICE FOR INDIVIDUALS SEEKING EMPLOYMENT AT FEU HIGH SCHOOL**

We are the **FEU High School**. Welcome and thank you for choosing FEU High School for your employment. FEU High School looks after the welfare and development of one of its most important resources its human resources, through the FEU High School Human Resource Office (**FEUHS HRO**). This Privacy Notice intends to inform you about our policy on the collection, processing, storing, updating, disposing, or sharing your personal data in relation to your employment application with FEU High School. For more information about FEU High School, you may visit <https://www.feuhighschool.edu.ph>

### **Our Privacy Commitment**

**FEUHS HRO** respects and values your rights as a Data Subject under Data Privacy Act of 2012 (DPA). We are committed to protecting personal information that is collected, processed, stored, updated, disposed, or shared in accordance with the requirements under the DPA, its implementing rules and regulations, and the circulars and advisories of the National Privacy Commission.

For this purpose, **FEUHS HRO** implements reasonable and appropriate organizational, physical, and technical security measures to maintain the confidentiality, integrity, and availability of such personal information.

### **Our services**

**FEUHS HRO** receives and processes the application for employment of all individuals including FEU students who are interested to be part of the FEU High School workforce. **FEUHS HRO** uses and processes submitted personal data in relation to its mandate and functions. The following are the services that the FEU High School offers to its applicants.

- Medical services

### **Personal Data Collected**

**FEUHS HRO** collects personal data necessary and mandatory to perform its functions. The personal data that we collect may include written and photographic records such as:

- Name, birthdate, place of birth, gender, marital status, nationality, maiden name.
- Family details such as name of family members, birthdate, gender, address, contact details and occupation.
- Contact information such as address, email, mobile and telephone numbers.
- Emergency contacts such as name, relationship, address, home telephone number, mobile number.
- Language proficiency such language name and proficiency level.
- Past employment details such as company name, contact address and numbers, period of employment, position title, reason for leaving, copy of certificate of employment.
- Medical information such as physical and psychological information.
- Background information verification.
- Education details or academic information such as type of school attended, name of school, course, year graduated, degree, address of school, copy of diploma, transcript of records, scholarships and honors/awards received.
- Photos, Resume and Professional Regulations Commissions (PRC) card.
- Community and outreach program.

### **Collection Method**

**FEUHS HRO** collects, personal data through printed forms, attachments, and other documents required by the University, or through electronic forms and or via email.

### **Purpose of Collected Personal Data**

**FEUHS HRO** collects, your personal data to perform our legitimate interests, mandate, and functions as higher educational institution, employer, and/or contracting party. We use the personal data that we collect for purposes related to:

- Screening of applicants who signify interest to join FEU High School workforce.
- Evaluation of the suitability of applicants for a particular position.

### **Period of Collection**

**FEUHS HRO** collects personal data at the onset of the relationship upon application or before the commencement of the engagement in the School.

### **Security, Storage, and Location of Personal and Collected Data**

Personal information collected via the internet or other electronic methods are stored in a secure IT infrastructure in possession or control of FEU or in cloud controlled by FEU, while physical records of personal information are stored in folders or envelopes in locked in filing cabinets. Only authorized **FEUHS HRO** or FEU High School personnel are granted access to personal information collected by **FEUHS HRO**.

### **Third Parties**

**FEUHS HRO** may share your personal information with third parties necessary for the abovementioned purposes. Such third parties may include FEU Group of Schools for the purpose of considering an employment in the future.

**FEUHS HRO** may share your personal information with third parties such as HP Precision Diagnostics and University Health Services of Far Eastern University Manila to facilitate the processing of your application of employment in the University.

Any personal information shared with such third parties shall also be covered by the appropriate agreement to ensure that all personal information is adequately safeguarded and in accordance with the requirements of Data Privacy Act of 2012.

### **Retention and Disposal of Records**

**FEUHS HRO** retains collected personal information it collects only for the period allowed under the applicable laws and regulations. **FEUHS HRO** shall immediately destroy or dispose in a secure manner, any personal information the retention of which is not allowed under the said applicable laws and regulations.

**FEUHS HRO** generally subscribes to the following:

1. A retention period of six (6) months for pooling purposes shall be observed, after which the personal data are destroyed or disposed of in a secure manner:
  - The disposal or permanent deletion of records maybe done through shredding or any other means to ensure that it is impossible to reconstruct or retrieved the information contained therein.

**FEUHS HRO** ensures that no data contained in the records will be exposed or subject to unauthorized access or use when the same are disposed.

### **Responsibility and Rights of Data Subjects**

As a data subject, you have the following rights under the Data Privacy Act of 2012.

1. The right to be informed whether personal information pertaining to him or her shall be, are being or have been processed.
2. The right to be furnished with the information before the entry of his or her personal information into the processing system of the personal information controller.
3. The right to reasonable access to the data subject's information upon demand.
4. The right to dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly unless the request is vexatious or otherwise unreasonable.
5. The right to suspend, withdraw or order the blocking, removal, or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information is incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected.
6. The right to be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal information.
7. The right to data portability thru the ability to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject.
8. The right to lodge a complaint before the National Privacy Commission.

Should you wish to obtain a hardcopy or printout of such personal information, all costs related thereto shall be for your own account.

### **Inquiry**

For inquiries regarding the processing of personal information stated in this Privacy Notice, as well as any concerns or complaints regarding data privacy, or the exercise of your rights as a Data Subject under the DPA, you may contact the Data Protection Officer provided that any complaint should be in writing, clearly state the material facts, specify your contact information, include supporting evidence and be submitted to the following office address or email address:

#### **The Data Protection Officer**

FEU High School, Inc.  
Nicanor Reyes Street, Sampaloc, Manila  
Landline: 8849-4000 loc. 801  
Email: [dpo@feuhighschool.edu.ph](mailto:dpo@feuhighschool.edu.ph)

### **Changes to the Privacy Policy**

**FEUHS HRO** may change this Privacy Policy from time to time by posting the updated version of the Privacy Notice through FEU High School Email and when permissible, other means of communication. Any modification is effective immediately upon posting on the website. You are encouraged to visit this site frequently to stay informed about how **FEUHS HRO** uses your personal information.