

DATA PRIVACY NOTICE FOR SCHEDULING OF APPOINTMENTS THROUGH UMAK WEBSITE

DATA PRIVACY POLICY STATEMENT

University of Makati recognizes Its responsibility of protecting personal data it collects from its prospective and current students as part of its operations as a duly recognized higher education institution that is fully owned by the City Government of Makati.

In compliance with Republic Act No. 10173, also known as the Data Privacy Act of 2012, its implementing rules and regulations, and other issuances of the National Privacy Commission, the university declares that it will collect from you, visitors, applicants, and students as the data subject, personal information for the purpose of processing the online scheduling of appointments with the offices in the University.

1. The data collected and generated shall be processed and shared among various academic and administrative units within the university tasked and delegated to perform the mandate of the university as a higher educational institution.
The following data collected are as follows:
 - a) For current/ old students: student number
 - b) For applicants/ students:
 - Name (Lastname, Firstname, Middlename)
 - Email address
 - Contact Number
2. The data collected and generated shall also be processed and shared to interested parties who have a stake in the operations of the university such as but not limited to the City Government of Makati and the Commission on Higher Education.
3. The data collected and generated shall be processed and retained in compliance with RA 9470, otherwise known as the National Archives of the Philippines Act of 2007, its implementing rules and regulations, and relevant general circulars issued by the National Archives of the Philippines.
4. The data collected and generated shall be processed and accessed by university personnel designated by the university as data controller and/or data processor.
5. The data collected and generated are protected from accidental or unlawful destruction, alteration and disclosure, fraudulent misuse through sufficient and effective organizational, physical and technical security measures.
6. As data subject, you have the right to be given access to your personal data upon request, dispute any inaccuracies or errors found, removal of personal data from data controller's filing system found to be outdated, false or illegally obtained. For the complete details of your rights as a data subject, please feel free to visit the university website and raise your concerns with the Data Protection Officer.
7. Please be informed that the provision of personal data as mentioned in No. 1, is a requirement for the processing of your scheduling of appointments with the offices in the University. Please be informed that any false or inaccurate data or information submitted to the university shall also merit the invalidation of your request for scheduling of appointment with the offices in the University, and it may have legal, academic or administrative consequences according to applicable laws and policies.

8. The university's Information Technology Center developed the online form for scheduling of appointments. By accessing the University of Makati website and our other electronic forms/ written forms, your data are simultaneously collected for decision making of the university management and profiling of your information for research purposes.

CONTACT US AT:

UNIVERSITY OF MAKATI

<https://www.umak.edu.ph/>

Hon. Mayor Mar-Len Abigail S. Binay-Campos

Acting University President

Office of the University President

Email address: president@umak.edu.ph

Landline:

Data Protection Officer: Assoc. Prof. Pompeyo C. Adamos III, MA,DPAc

Office of the Director, Data Protection and Records Management Services

Email address: dprms@umak.edu.ph

Mr. Jonathan B. Canapi

Office of the Director, Information and Technology Center

Email address: itc@umak.edu.ph

I have read and understood the above statements that informs me of the purpose for the collection of personal data and my rights as a data subject. I give my expressed consent and approval for the collection and processing of personal data.

I agree

I don't agree