



## **Data Privacy Notice for Parents**

### **Everest Academy Manila**

*(effective as of June 1, 2018)*

Everest Academy Manila respects and values the right to privacy and the confidentiality of personal information of every pupil and parent/guardian who belongs to the school community. This data privacy notice describes the general policies that Everest Academy Manila follows in accordance with Republic Act 10173, or the Data Privacy Act of 2012, and relevant issuances from the National Privacy Commission.

#### **Collection**

Everest Academy gathers, uses and holds personal information/data about pupils to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school is doing. The school also collects and processes personal data from parents and/or guardians of pupils to provide vital information about the pupil's performance and progress in school, and to communicate relevant information about school programs, policies, activities and events.

The personal data that the school uses and holds are collected from information provided on written and electronic forms that parents supply during their child's application for admission, during parent and student interviews, during enrolment, and during the course of the pupil's stay with the school.

#### **Use, Access and Disclosure**

Personal information that parents and students provide to the school is accessed and used only by authorized school staff who have legitimate interest in it and for the purpose of carrying out their contractual duties. The school uses pupil's personal information as required by law to fulfill its legal obligation as an educational institution which includes a variety of academic, administrative, pastoral, historical and statistical purposes.

The school holds all personal information as confidential. Personal data will only be shared or disclosed to school staff with legitimate purpose and with prior approval from the head of the school. A pupil's personal data may be shared with other educational institutions when the pupil is applying for admission to another school or to a college/university.

#### **Storage and Retention**

Personal information collected from pupils and parents are stored and retained in manual as well as in electronic format through the Everest School Information Management System (E-SIMS). The school ensures that personal data stored in the E-SIMS are secured and protected from unauthorized access. All personal information that is kept and retained in manual and digital form shall be retained by the school for a specified period or until the parent requests for its deletion or destruction.



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**PARENT CONSENT**

I/We hereby acknowledged that we have read and understood the Data Privacy Notice for Parents of Everest Academy Manila.

By signing below, I/We am/are authorizing Everest Academy Manila to collect, use and process our personal information and those of our child/children for legitimate educational purposes as stated in the data privacy notice for parents and in accordance with the school's data privacy policy.

Complete Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Complete Name of Child/Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

*(Please submit this form to the School Registrar upon completion.)*