

Espiritu Santo Parochial School of Manila, Inc.
Data Privacy Statement

Espiritu Santo Parochial School of Manila, Inc. (“the School,” “we,” “us,” or “our”) is committed to protecting the privacy and personal data of our students, parents, guardians, alumni, employees, and website visitors. This Data Privacy Statement outlines how we collect, use, process, store, and protect your personal information in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations.

- **Collection of Personal Data**

The School may collect personal data such as full name, contact details, email address, mobile number, home address, student information including academic records and enrollment data, parent or guardian information, employment or application details, inquiry records, and technical data such as IP address, browser type, and cookies. These data are collected when users fill out online forms, submit applications, register for school services or events, communicate through the website, or browse and interact with the website.

- **Use of Personal Data**

All personal data collected are used strictly for legitimate school-related purposes. These include processing admissions and enrollment, managing student academic records and services, communicating school announcements and updates, responding to inquiries and requests, processing employment applications, ensuring website functionality and security, and complying with applicable legal and regulatory requirements. The School ensures that personal information is used only for purposes that are specific, legitimate, and declared.

- **Legal Basis for Processing**

The processing of personal data is based on lawful criteria, including the consent of the data subject, the necessity to fulfill contractual obligations such as enrollment, compliance with legal obligations under Philippine laws and regulations, and the protection of the legitimate interests of the School.

- **Sharing and Disclosing of Information**

The School may share personal data with authorized personnel, administrators, and relevant departments within the institution to carry out its functions. Personal data may also be disclosed to government agencies such as the Department of Education when required by law, and to accredited third-party service providers such as IT system providers, subject to strict confidentiality agreements. The School does not sell, rent, or trade personal data to third parties.

- Data Protection and Security

To ensure the protection of personal data, the School implements appropriate organizational, physical, and technical security measures. These include the use of secure servers, access controls, authentication systems, data encryption, and regular monitoring of systems. Personnel are trained in data privacy and security practices to maintain the confidentiality and integrity of personal information. While the School takes all reasonable precautions, it acknowledges that no data transmission over the internet is completely secure and continuously works to enhance its safeguards.

- Data Retention

Personal data are retained only for as long as necessary to fulfill the purposes for which they were collected or to comply with legal, regulatory, and institutional requirements. Once the purpose has been achieved or upon expiration of the retention period, the data are securely disposed of or anonymized.

- Rights of Data Subjects

In accordance with the Data Privacy Act, data subjects have the right to be informed about the collection and processing of their personal data, to access their information, to correct inaccuracies, to object to processing, to request the deletion or blocking of their data, to withdraw consent, and to lodge a complaint with the National Privacy Commission if their rights have been violated.

- Updates to this Privacy Statement

The School reserves the right to update or modify this Data Privacy Statement at any time to reflect changes in policies, legal requirements, or operational practices. Any updates will be posted on this page and will take effect immediately upon publication.

- Contact Information

For inquiries, concerns, or requests regarding personal data, individuals may contact the School's Data Protection Officer through dpo@esps.edu.ph