

**UNIVERSITY OF THE PHILIPPINES ALUMNI ASSOCIATION (UPAA)
PRIVACY NOTICE**

Republic Act 9500 requires the University of the Philippines to uphold the principle of democratic governance by, among others, providing that the alumni be represented in the Board of Regents by the President of the University of the Philippines Alumni Association (UPAA) and organizing public fora to enable the alumni to discuss non-academic issues affecting Philippine society. See https://osu.up.edu.ph/wp-content/uploads/2014/05/RA-9500-UP-CHARTER_1.pdf. In order to comply with the Charter the University must therefore necessarily process the personal and sensitive personal information of its alumni in order to determine, among others, who are qualified to be members of the UPAA, who may vote and be voted upon during the UPAA elections, be invited to alumni events and be allowed to avail of services.

The University of the Philippines Alumni Association is committed to uphold the Philippine Data Privacy Act of 2012 (DPA) in the course of processing such information. <http://www.officialgazette.gov.ph/2012/08/15/republic-act-no-10173/> and actively cooperates with the University of the Philippines (UP) efforts in upholding the right to informational privacy of its students and alumni.

This notice explains in general terms, the purpose and legal basis for the processing of such personal information collected by UP and UPAA from alumni like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information.

The term UPAA /us/our refers to the University of the Philippines Alumni Association

The term you/your refers to alumni who obtained a degree from, or were awarded a certificate by, the University of the Philippines as well as the regular members of the University of the Philippines Alumni Association who include those who are former regular students of the University having earned at least sixty (60) academic units and not having been dismissed for misconduct or scholastic deficiency (Art. IV a, Amended By Laws of the UP Alumni Association). See <http://www.upalumni.ph/amended-by-laws-of-the-university-of-the-philippines-alumni-association-inc-as-of-june-26-2010/>

PERSONAL INFORMATION COLLECTED FROM ALUMNI, THE PURPOSE AND LEGAL BASIS FOR COLLECTING THE INFORMATION

UPAA collects your personal information through paper based processing systems. Some applications require you to provide a photograph.

In the case of alumni who earned a degree or certificate from UP, you provided personal information in the course of your enrollment and when you subsequently applied for graduation to UP.

For all those who are UPAA regular members by virtue of their previous enrollment as regular students in the University as mentioned above, the relevant Office of the University Registrar archives your student records and provides information to the UP Office of Alumni Relations when your application form is transmitted by the UPAA to the UPS OAR and the latter requests that your information be verified in connection with your UPAA application and/or your application for a UP alumni email address.

Personal information found in the application and other related forms of the UPAA that require you to provide express consent for the processing of your information are transmitted to and processed by the UP System Office of Alumni Relations and/or the relevant University Registrars. These offices compare what is contained in their records and the information you provide UPAA in your forms.

Your name, contact details, information about your U.P. education including your student number or information are used to verify your identity and prevent identity fraud, create or update your UP OAR alumni record and UPAA membership record and provide you with a UPAA ID as well as services e.g. UP alumni email.

Information about your UP education e.g. degree or certificate obtained or number of units earned, scholastic standing, disciplinary record are used to determine whether you are qualified to be a regular member of the University of the Philippines Alumni Association pursuant to its Amended By Laws so that the University will be able to inform the UPAA if you are entitled as a matter of right to vote and/or be voted upon during the UPAA elections and may also be used to determine whether you are qualified to receive awards from the University and/or UPAA.

Your address(es) email and telephone or cellular phone numbers are used in order to contact you in the manner that you have indicated in your UPS OAR record and/or UPAA membership application/renewal, for the purpose of informing you of University alumni and/or UPAA events or news about UP, to transmit UP and/or UPAA publications and messages, opportunities for making donations to UP in cash or through services/volunteer work, relaying messages from other UPAA members.

Health information in the form of dietary restrictions, allergies, disabilities etc may be provided by UPS OAR and/or UPAA to service providers in the course of organizing events.

The abovementioned personal and sensitive personal information may also be used by UP and/or the UPAA for providing you with other services such as access to University e.g. library, health services, or UPAA facilities and for such other purposes that would enable UPAA and UPS OAR to carry out their respective mandates pursuant to the UPAA bylaws and the provisions of the University of the Philippines Charter RA 9500.

UP does not process your personal information to carry out any wholly automated decision making that affects you.

When consent is the appropriate or relevant basis for collecting your personal information, the University and/or UPAA will obtain such consent in written, electronic, or recorded form at the appropriate time. Pursuant to the DPA, you are allowed to withdraw consent at any time.

NON-DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES EXCEPT UPON YOUR CONSENT OR AS REQUIRED OR PERMITTED BY LAW

As a general rule, UPAA will only disclose your personal and sensitive personal information to third parties with your consent.

Under the DPA, personal information may be processed, e.g. collected, stored and disclosed, when it is necessary in order for UPAA to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order, and safety; fulfill the functions of public authority pursuant to the legitimate interests of the University or a third party, except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health) on the other hand may be processed, e.g. collected, stored and disclosed, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information and the consent of the data subject is not required under such law or regulation. Sensitive personal information may also be processed when needed to protect the life and health of the data subject or another person and the data subject is unable to legally or physically express consent, in the case of medical treatment, or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings, and for the establishment, exercise or defense of legal claims or where provided to government or public authority.

HOW UPAA PROTECTS YOUR PERSONAL INFORMATION

UPAA put in place physical, organizational and technical measures to protect your right to privacy and is committed to reviewing and improving the same, so as to be able to comply with the DPA. As stated above UPAA actively cooperates with UP to protect your information.

From time to time UPAA posts information on relevant sites and sends emails that explain how you can secure and maintain the confidentiality of your personal information.

Rest assured that UPAA personnel are allowed to process your personal information only when such processing is part of their official duties.

ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION

You have the right to access personal information being processed by UPAA about you.

In order for UPAA to see to it that your personal information is disclosed only to you, we will require the presentation of your GIID or other documents that will enable UP offices to verify and confirm your identity when you apply for or renew your UPAA membership. In case you process or request documents through a representative, in order to protect your privacy, UPAA requires you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information and your valid government-issued ID (GIID) as well as the valid GIID of your representative.

As mentioned above, UPAA and UP requires you to provide correct information. In the event that your information needs to be updated, the relevant UPAA and UP System websites and offices provide information regarding how you can request the correction of your personal information.

QUERIES REGARDING DATA PRIVACY

We encourage you to visit this site from time to time to see any updates regarding this Privacy Notice. We will alert you regarding changes to this Policy through this site and/or through written notices, e.g. email.

For queries, comments or suggestions regarding this System-wide privacy notice, please contact the University of the Philippines Alumni Association Data Protection Officer through the following:

a. Via post

University of the Philippines Alumni Association
Bahay ng Alumni
Diliman, Quezon City

b. Through the following landlines

(+632) 920-6868, (+632) 920-6871

c. Through email

rscarlos@alum.up.edu.ph