



# PANGASINAN MERCHANT MARINE ACADEMY

Perez Boulevard, Dagupan City, Philippines 2400

*"School of Globally Competitive Filipino Seafarers & Marine Officers"*

## DATA PRIVACY POLICY

Document Title	<b>DATA PRIVACY CONSENT FORM</b>		
Document Code	<b>PAMMA ADMIN - 019</b>	Reviewed by	<b>QMR</b>
Issue No.	<b>1</b>	Approved by	<b>PRESIDENT</b>
Revision Date	<b>September 10, 2021</b>	Page No.	<b>Page 1</b>

**Pangasinan Merchant Marine Academy (PAMMA)** puts premium value to the privacy and security of personal data entrusted by its stakeholders (e.g. students, alumni, other affiliates and non-affiliates) for legitimate purposes.

We aim to comply with the Data Privacy Act of 2012 (DPA) and cooperate fully with the National Privacy Commission (NPC). We regard your privacy with utmost importance. PAMMA is committed to meeting both your personal privacy, which is important to us, and ensuring that our genuine and legitimate interests as an educational institution and our ability to fully and effectively carry out our responsibilities as such are met.

In this Form, the terms, "personal data" and "information" are used interchangeably. When we speak of "personal data", the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the Data Privacy Act.

### Processing of Personal Data

#### A. Collection of Information

We collect your personal data that include those you provide us during your application for admission, information we acquire or generate upon enrolment and during the course of your stay with us.

##### 1. Information you provide us during your application for admission

Upon application for admission, we collect information about personal circumstances and contact information such as – but not limited to – name, your email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.

##### 2. Information we acquire or generate upon enrolment and during the course of your stay with us

Upon enrollment and during the course of your stay with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co-curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in.



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### B. Access to Information

Your personal information is accessed and used by PAMMA, Office of Student Services (OSS), On board Training Office (OBTO), PAMMA Training Center, Office of the Registrar and Human Resources Office (HRO) staff and personnel who have legitimate interest in it for the purpose of carrying out their mandated duties.

We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes.

Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

1. Evaluating applications for admission/employment to PAMMA;
2. Processing confirmation of incoming students and transfer students in preparation for enrollment;
3. Recording, generating and maintaining student records of academic, co - curricular and extra- curricular progress;
4. Establishing and maintaining student information and employees systems;
5. Sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations;
6. Processing scholarship applications, grants and other forms of assistance;
7. Investigating incidents that relate to student behavior and implementing disciplinary measures;
8. Maintaining directories and alumni records; compiling and generating reports for statistical and research purposes;
9. Providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety and security;
10. Communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects and activities;
11. Soliciting your participation in research and non-commercial surveys;



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### C. Sharing of Information

Some examples of when we may share or disclose your personal information to others include:

1. Posting of class lists and class schedules in our website through or Moodle LMS, school bulletin boards, or other places within the campus;
2. Sharing of information to persons, including parents, guardians or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety and security, or that of others;
3. Providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission
4. Sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;
5. Distributing the list of graduates and awardees during commencement exercises;
6. Reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Maritime Industry Authority and Department of Education);
7. Responding to inquiries verifying that you are a bona fide student or graduate of the school;
8. Responding to inquiries verifying that you are employed to PAMMA as certified Employee.
9. Conducting research or surveys for purposes of institutional development;
10. Sharing your directory information to the schools' alumni association;
11. Intend to use your personal information for purposes other than our legitimate interests
12. Publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications;
13. Sharing your academic accomplishments or honors and co-curricular or extracurricular achievements with schools you graduated from or was previously enrolled in, upon their request;
14. Marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
15. Publishing communications with journalistic content, such as news information in PAMMA's publications, social media sites and news and media organizations



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### Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected.

The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing

We only permit your data to be accessed or processed by our authorized personnel who hold such information under strict confidentiality. We restrict access to information to just anyone who like to know/obtain such information without justifiable ground.

Any data security incident or breach that comes to the knowledge of PAMMA will be recorded and reported as required by law. PAMMA will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, PAMMA will notify you of such incident in an appropriate manner.

### Confidentiality

After successfully completing your degree program at PAMMA and you are already alumni, your personal information remains private and confidential.

Our employees shall operate and hold personal data under strict confidentiality. They are required to sign non-disclosure agreements and are have received training on the company's privacy and security policies to ensure confidentiality and security of personal data.

### Right to Privacy

As provided by the Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can get in touch with the PAMMA Administration through our Data Privacy Officer at contact details below and PAMMA will consider your request and reserves the right to deal with the matter in accordance with the law.



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### Contact Information

If you have further questions or concerns regarding your privacy rights, this Consent Form or any matter regarding the Data Privacy Act of 2012, you may contact our VP for Administration or our Data Protection Officer through the following details:

#### The Data Protection Officer

Tel. Nos.: (075) 5295989 or +639182716272

Email Address: [pammaregistrar@yahoo.com](mailto:pammaregistrar@yahoo.com) or [pammaregistrar@gmail.com](mailto:pammaregistrar@gmail.com)

#### VP for Administration

Tel. No.: (075) 5293035

Email Address: [josephpamma@yahoo.com](mailto:josephpamma@yahoo.com) or [joseph Toledo96@gmail.com](mailto:joseph Toledo96@gmail.com)

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### Data Privacy Consent Form

I have read and understood the contents of the above DPA policy of PAMMA and I am giving my consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Complete Name of Student/Trainee: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

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

(If below 18 years old)

Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

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