



## **Privacy Notice**

De La Salle-College of Saint Benilde (DLS-CSB) respects the individual's right to privacy. The College is committed to protecting the confidentiality of your personal information, thus it has adapted necessary measures to secure it. The College is bound to comply with the Data Privacy Act of 2012 (RA 10173), its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission.

This Privacy Notice discloses the privacy practices for De La Salle-College of Saint Benilde Career Portal. By registering, you are consenting to our collection and use of information in accordance with this Privacy Notice.

This portal ([www.benilde.edu.ph/careers/](http://www.benilde.edu.ph/careers/)) is a site that helps DLS-CSB students, graduates and alumni find jobs, and aids employers in their quest to locate ideal candidates.

Registered DLS-CSB students, graduates and alumni will fill up personal, school and account information and view job openings in partner organizations.

### **What information do we gather about you?**

You have to register to access this portal and you will be asked for the following personal information: name, address, birthdate, gender, civil status, student identification number, student status, graduation date, degree and course. You will also be asked about your organization affiliations and position, your honor, awards and recognitions and your special skills. You will be asked to type in a password and secret question and answer.

We and our third-party vendors collect certain information regarding your access to the website, such as the page visited, your IP address and browser type. We may use your IP address to identify the general geographic area from which you are accessing this site.

### **What do we use your information for?**

The information you provide the CPO through your e-resume can be viewed and accessed by authorized personnel of the CPO and HR Officers/Recruitment/Talent Acquisition Officers or Sourcing Specialists and the like of our partner organization

who shall use this data solely for recruitment or placement purposes. Said officer/s can also print and save a soft copy of this document.

We also use the information gathered from you for systems administration purposes, abuse prevention, user trend tracking, and for the other purposes described in this notice.

Usage information may be shared with third-party vendors to the extent necessary to provide and improve web services or other communications to users. For example, we use Google Analytics to generate reports on site usage, web traffic, user behavior, and user interests in order to optimize our website for our visitors.

We may also provide your information to third parties in the following circumstances: (1) when you have given consent; (2) if it is in response to subpoenas, court orders or legal processes; (3) if it is a requirement to fulfill a service that you have subscribed to; (4) to detect, prevent or otherwise address fraud, security, or technical issues; or (5) to protect our rights and safety and the rights and safety of our users or others.

### **How is this information collected?**

Google and other third parties may use cookies, and similar technologies to collect or receive information from this website and elsewhere on the internet and use that information to provide measurement services and target ads. For more information on Google Analytics privacy policy, visit <https://privacypolicies.com/blog/privacy-policy-google-analytics/>.

You may choose not to give your personal information, however, DLS-CSB may not be able to provide the service that you may require.

### **Cookies**

Cookies are small files that are stored on your computer (unless you block them). We use cookies to understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. You may disable cookies through your individual browser options.

### **Other Websites and Cookies**

This website may contain links to other non-DLS-CSB websites. We are not responsible for the privacy practices or the content of such websites. Cookies may be set by parties other than us. Since the cookie policies of these sites change over time, you should determine their policies by visiting the privacy policy pages of these sites directly.

## **Information Protection**

This website has reasonable administrative, physical and technical security measures in place to help protect against the loss, misuse, and alteration of the information under our control. However, no method of transmission over the Internet or method of electronic storage is 100% secure.

The College protects your personal information through:

- Confidentiality requirements and data privacy training of our associates;
- Document storage security policies;
- Data sharing agreement with hiring partner organizations;
- Security measures to control access to our systems and premises;
- Limitations on access to personal information;
- Strict selection of third party data processors; and
- Electronic security systems, such as firewalls and data encryption.

## **Storage and Transmission**

Personal information is stored in the CPO database and Google cloud.

## **Retention Period**

Access of organizations to the student or graduates' listings shall be limited to two (2) months. Data will only be retained until they are still relevant for DLS-CSB. In case a retention period is provided, all records after such period will be securely disposed of.

## **Data Subject Rights**

You have the following rights as data subjects:

- Right to be informed what personal information the College holds about you and what it is used for
- Right to reasonable access to your personal information
- Right to object to the processing of your personal information
- Right to update the personal information the College holds or rectify inaccurate data
- Right to erasure or blocking
- Right to damages
- Right to data portability
- Right to file a complaint

You may request access to your personal information, and/or have it corrected, erased or blocked on reasonable grounds. The College will consider the request and reserves the right to deal with the matter in accordance with law.

## **Amendment/Modification of Data Privacy Policies**

The College reserves the right to modify/amend this notice at any time in its sole discretion and will publish such modification in our website. The modification shall take effect immediately upon posting.

Queries and complaints can be directed to the Data Protection Officer at tel. no. (632) 230-5100 loc. 3104 or email at [dpo@benilde.edu.ph](mailto:dpo@benilde.edu.ph).

De La Salle–College of Saint Benilde  
2544 Taft Avenue, Malate, Manila, Philippines  
(632) 230–5100