

**PRIVACY IMPACT ASSESSMENT**  
*of La Consolacion College Manila (LCCM)*

The Privacy Impact Assessment (PIA) is the self-assessment that the National Privacy Commission mandated for personal information controllers of our college. The objectives of the PIA are to determine how our college processes personal information, identify the privacy risks, and manage these risks. The PIA identifies, keeps track, and evaluates the various stages of personal data processing to classify and improve gaps in its data life cycle.

**DATA PROCESSING SYSTEM OF LCCM**

This data processing system of LCCM refers to either manual records and/or computerized system which stores, processes or transmits personal information (like Personal Full Name, address, gender, contact number, etc.) or sensitive personal information (like marital status, health/medical status, age, religion, government issued numbers, academic background, previous employment/s) managed by LCCM's department or office.

Correspondingly, this processing system refers to students, parents, guardians, faculty, personnel, retirees, alumni, donors, partners and other persons with juridical link with LCCM.

**I. Collection Method**

LCCM collects Personal Data through printed forms (documents/attachments) or through electronic forms (via email) as required by its respective academic departments and its administrative offices.

The time of collection of this Personal Data is upon application and admission of student and employee.

For each designated department and office in LCCM, the student applicant/employee applicant is given the specific printed list of requirement that he/she needs to submit voluntarily to the respective department/office in LCCM for official entry.

**II. Storage of Data**

The physical files of student and employee are stored in designated department/office in LCCM where a single secured data storage facility could be located. While the electronic records are held in a secured database assigned to appropriate department/office in LCCM.

### **III. Usage of Data**

There are safety measures in LCCM that is implemented to prevent unauthorized access, disclosure or use and data loss of personal data.

Nevertheless, only authorized LCCM personnel and faculty shall have access to use the personal data of employee and student for academic purposes (like CHED orders, recognition and awards program, evaluation of grades of students), medical purposes (to understand the patient histories and tendencies), assistance purposes (financial, scholarship, emergencies, calamities), disciplinary purposes (investigatory measures in violation of the school's rules and regulations, determining sanctions), records and account purposes.

### **IV. Retention of Data**

The retention of files and documents, containing the Personal Data both in printed and electronic forms, shall be classified in accordance with the guidelines set forth by respective department and office.

Just like in the Registrar's Office where records of students are stored for longer periods due to academic and statistical purposes. This is the same with the Human Resource Department where 201 files are stored for the purpose of carrying out the contractual duties of employees. Provided, further, that adequate safeguards of records are guaranteed by said office and department.

### **V. Disposal/Destruction of Data**

When the disposal or destruction of personal data (including records) deemed necessary, this is done through shredding, burning or any other means to ensure that it is impossible to reconstruct the information contained therein.

While the data in electronic system shall be permanently deleted in the system.