



# PAFCPIC Scholarship Program Data Privacy Form



The Philippine Army Finance Center Producers Integrated Cooperative (PAFCPIC) through its Membership Education and Training Department and Scholarship Committee, gives utmost importance to the privacy and security of personal data entrusted by scholarship applicants, scholars, members, parents, and sponsors for scholarship applications and other legitimate reasons where personal data are needed. It aims to adhere with Republic Act 10173, otherwise known as the Data Privacy Act of 2012 (DPA) and other issuances of the National Privacy Commission (NPC).

PAFCPIC is committed in protecting the privacy and confidentiality of your personal data while ensuring that our genuine and legitimate interests as a scholarship granting institution will be effectively fulfilled and met.

## **I. What we collect**

Upon submission of application and requirements for scholarship and for the entire duration of your scholarship in the Cooperative, we collect personal and sensitive personal information including, but not limited to:

### **During Application:**

- Full name, Nickname, Age, Gender, Religion, Birthdate, Birthplace, Civil status, Home address, Email address, Contact number, Photos, Social media accounts;
- Educational attainment such as but not limited to Schools attended (Previous and Present), and other Courses taken;
- Academic performance including Grades, Honors, Awards, and other Scholarship/s applied and received;
- Records of moral conduct in school;
- Family background, including: Name of parents/spouse, Name of Siblings/children, their Age and Occupation;
- Sponsor's Name, Serial Number, Branch of Service, AFP Rank/ Category, Relationship to the applicant, Unit Assignment, Contact number;
- Other information indicated in Birth Certificate, Certificate of No Marriage, Marriage Contract, Endorsement from Division/Regiment Commander, Approved Study Leave, Spot Report, Death Certificate of deceased sponsor, ID cards, and COVID-19 vaccination card/certificate;
- Scholastic performance;
- Information in relation to other scholarship benefits or discounts you availed of;
- Information on any disciplinary incident that you may be involved in, including the corresponding sanctions that you may have received;
- Awards/ recognitions received;
- Images via CCTV and other similar recordings taken within the office premises or during activities conducted out of office;
- Other relevant details to support your application.

### **Upon Acceptance as Scholar:**

- Full name, Nickname, Age, Birthday, Gender, Religion, Birthdate, Birthplace, Civil status, home address, Email address, Telephone number, Photos, Social media accounts;
- Educational attainment such as but not limited to Schools attended (Previous and Present), Vocational course, other Courses taken;
- Academic performance including Grades, Honors, Awards, and another Scholarship/received;
- Records of moral conduct in school
- Family background, including: Name of parents/spouse, Name of Siblings/children, their Age and Occupation;
- Sponsor's Name, Serial Number, Branch of Service, AFP Rank/ Category, Relationship to the applicant, Unit Assignment, Contact number
- Other information indicated in Birth Certificate, Certificate of No Marriage, Marriage Contract, Approved Study Leave, Spot Report, Death Certificate of deceased sponsor,

- Financial capacity including sources of income;
- Medical records;
- Other relevant details to support your application;
- Classes/subjects you enrolled;
- Username and Password on School's Student Portal
- Scholastic performance;
- Attendance record;
- Information in relation to other scholarship benefits or discounts you availed of;
- Information on any disciplinary incident that you may be involved in, including the corresponding sanctions that you may have received;
- Awards/ recognitions received;
- Transcript of record;
- Diploma;
- Certificate of graduation;
- Other data/information to support your scholarship; and
- Images via CCTV and other similar recordings taken within the office premises or during activities conducted out of office.

## **II. How we collect**

We gather your personal information from your submitted scholarship application form, required supporting documents and student portal. We also collect information/documents provided by the school where you are enrolled in, and all the information you provide during the duration of your scholarship.

## **III. Why we process your personal information**

Your personal and sensitive personal information are accessed and utilized by PAFCPIC through its MET Personnel and Scholarship Committee for the purpose of carrying out its mandated. We use and share your information as permitted or required by law to pursue our legitimate interests as a scholarship granting institution, including a variety of academic, administrative, historical, statistical, and performance and audit purposes.

We may use your personal information to pursue our legitimate interests as a scholarship granting institutionsuch as, but not limited to:

- Evaluation, processing, and validation of scholarship applications to PAFCPIC;
- Confirmation of the authenticity of submitted documents;
- Keeping, generating, and maintaining scholars' records of academic and extra-curricular undertakings and achievements;
- Establishment and maintenance of scholars' database and Membership Data Management System(MDMS);
- Sharing of scholastic records among PAFCPIC Scholarship Committee, PAFCPIC employees and officers, and others with legitimate official purpose and for deliberations;
- Processing of grants and other forms of assistance;
- Investigating and clarifying incidents involving scholars' behaviors and its disciplinary measures;
- Keeping directories and scholars' records; compiling and generating reports for statistical, programimprovement and research purposes;
- Communicating official announcements and activities that may need informationdissemination;
- Soliciting and encouraging your participation in surveys for program improvement and development;
- Undertaking marketing and promotional campaigns; and
- Other legitimate activities that may be required under the Program;
- Compliance with the requirements of other relevant laws & legal proceedings.

#### **IV. Confidentiality**

PAFCPIC officers and employees process and hold personal information under strict confidentiality. They are required to sign non-disclosure agreements and have received training on the company's privacy and security policies to ensure confidentiality and security of personal information.

#### **V. How long we keep the information**

The physical documents that PAFCPIC will gather from you will be saved in your scholar's individual 201 file, as well as to our Cooperative's records, database, and system. The information collected will be retained for a period allowed under the Policies and Procedures of the Scholarship Program and in accordance with the Retention and Disposal Policy of the METD and the Cooperative.

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we gathered. The security measures shall endeavor to maintain the availability, integrity, and confidentiality of personal information and are intended for the protection of personal information against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

#### **VI. To whom, how and where we disclose and share your personal information**

Personal information may be disclosed or shared with third parties in the following situations:

- Posting of the applicants' and sponsors' names for initial screening, examination, interview, seminar schedules and signing of the Memorandum of Agreement (MOA) in the official social media accounts of the Program and of the Cooperative;
- Enabling availability of information, answering queries related to your scholarship to persons, including parents, guardians or next of kin, as required by law or as allowed under the DPA;
- Allowing PAFCPIC satellite offices, academic institutions or schools, government agencies, AFP Unit Heads/ Commanders, or the like, test administrators, private or government banking or financial institutions, other service providers and third parties to secure information related to personal and scholarship data for purposes of facilitation of scholarship processes, crediting of scholarship benefits, on-the-job training, employment, and possible admission to higher educational attainment;
- Providing information to government agencies, private institutions, and award-giving bodies for participation in local, regional, national, and international awards or competitions;
- Disseminating the list of scholars, their successful stories and life experiences to encourage more deserving scholars to likewise apply and participate in the program;
- Disclosing and/or reporting regularly regarding scholarship information to the PAFCPIC Board of Directors, Management, Cooperative Development Authority (CDA), NPC, and other government bodies or agencies;
- Providing information to potential partners, affiliated agencies, funders, or benefactors for purposes of increasing scholarship benefits, grants, and other forms of assistance;
- Responding to inquiries of other scholarship-giving bodies/ institutions verifying that you are a bona fide scholar of PAFCPIC;
- Conducting research or surveys of scholars for purposes of institutional and program development;
- Sharing your directory and other relevant information to the PAFCPIC Alumni & Scholars Association (PASA);
- Publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of scholars in promotional materials, website, social media sites and publications;
- Marketing or advertising to promote PAFCPIC and the Scholarship Program specifying its activities and events, through online, electronic, digital, and printed promotional materials.
- Allowing CDA to post to its website the activities and accomplishments of the Scholarship Program, other relevant information including, but not limited to, the status and success stories of its scholars to further promote PAFCPIC; and
- Other activities that may be required by PAFCPIC, the CDA, and other regulatory bodies.

We only permit your data to be accessed or processed by our authorized personnel who hold such information under strict confidentiality. PAFCPIC will never share, sell, or otherwise disclose your personal information with third parties, except as otherwise indicated above, or unless otherwise permitted under the DPA or other applicable laws and regulations.

Any data security incident or breach that comes to the knowledge of PAFCPIC will be recorded and reported as required by law. PAFCPIC will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach.

## **VII. Rights of Data Subjects**

Data subjects are entitled to the following rights:

- A. Be informed of when and how personal information shall be, is being or has been processed;
- B. Be furnished with the information indicated below before the entry of personal information into the processing system of the personal information controller, or at the next practical opportunity:
  - 1. Description of the personal information to be entered into the system;
  - 2. Purposes for which it is being or are to be processed;
  - 3. Scope and method of the personal information processing;
  - 4. The recipients or classes of recipients to whom it is or may be disclosed;
  - 5. Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
  - 6. The identity and contact details of the personal information controller or its representative;
  - 7. The period for which the information will be stored; and
  - 8. The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification: Provided, That the notification under subsection (b) shall not apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for reasonably apparent purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, or when the information is being collected and processed as a result of legal obligation.

- C. Reasonable access to, upon demand, the following:
  - 1. Contents of personal information that were processed;
  - 2. Sources from which personal information were obtained;
  - 3. Names and addresses of recipients of the personal information and sensitive personal information;
  - 4. Manner by which such data were processed;
  - 5. Reasons for the disclosure of the personal information to recipients;
  - 6. Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
  - 7. Date when personal information was last accessed and modified; and
  - 8. The designation, or name or identity and address of the personal information controller (PIC).
- D. Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information has been corrected, the PIC shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: Provided, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon request of the data subject;
- E. Suspend, withdraw, or order the blocking, removal or destruction of personal information from the PIC's filing system upon discovery and substantial proof that the personal information is incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer

necessary for the purposes for which they were collected;

- F. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal information;
- G. Where personal information is processed by electronic means and in a structured and commonly used format, data subjects have the right to obtain from the PIC a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use.

**VIII: Contact Information**

For further questions or concerns, you may contact our Data Privacy Protection Officer through the following details:

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|----------------|---|------------------------|
| Contact Number | : | (02) 8844-9010 loc 310 |
| Email Address  | : | dpo.pafcpic@gmail.com  |

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**PAFCPIC SCHOLARSHIP PROGRAM DATA PRIVACY**