

**UNIVERSITY OF SANTO TOMAS**  
**PRIVACY INFORMATION FOR APPLICANTS FOR ADMISSION**

## **YOUR PRIVACY MATTERS**

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### ***Introduction***

The Pontifical and Royal University of Santo Tomas, the Catholic University of the Philippines, is committed to protect the personal privacy of its stakeholders. It is the policy of the University that information collected from its stakeholders be stored, maintained, and used by the University only for appropriate, necessary, and clearly defined purposes, and that such information be controlled and safeguarded in order to ensure the protection of personal privacy to the extent permitted by law.

To be consistent with data protection laws, we ask you to take a moment to review the key points in this privacy policy. By availing of the University's services, you consent to use of your data under this privacy policy.

### ***Information we collect***

We collect relevant personal information online through the Application portal. Likewise, we collect supporting documents submitted in electronic or printed forms (e.g., transcript of records, birth certificate, proof of payment, etc.). The results of your admission to the UST Faculty of Civil Law are appended to the personal information you submit online.

### ***Why we process your data***

We use your personal data for educational, research and institutional quality assurance purposes, such as in establishing trends for the Faculty of Civil Law admission in order to inform our decisions on future program offerings and projected resource needs.

### ***How we process your data***

We may use your personal information to contact you on matters pertaining to your application for admission. We determine your individual eligibility for admission to the Faculty of Civil Law by evaluating your credentials and the results of your online interview against program standards.

We conduct data analytics of all admission data annually for the purposes mentioned above and we compare aggregate data with those of previous years to compare trends. We may conduct predictive and prescriptive analytics for future decision-making regarding our program offerings. These aggregate analyses do not identify you individually.

We retain depersonalized information after qualified applicants have already enrolled. This information feeds models for 10-year predictive and prescriptive analyses for future decision-making.

However, we retain names and email addresses of those who have not qualified for admission so we can provide you with information on continuing professional development (CPD) programs, graduate programs, or any other University activity open to the public, which you may be of interest to you in the future. You may opt not to receive this information by unticking the choice below, and we will not keep your data for these marketing purposes.

### ***How we share information***

The Office for Admissions (OFAD) is the Personal Information Controller (PIC) of all admissions-related data. The OFAD may share your personal information to the Faculty of Civil Law on matters pertaining to your potential admission to the University.

With the permission of the University's Data Protection Officer (DPO), subject to compliance with research ethics and data privacy, the OFAD may share your depersonalized information to academic researchers who may request for such, instituting measures that will not allow you to be individually identified. You may opt not to grant these academic researchers with access to your personal information by unticking the choice below.

We may need to share your data when we believe it is required by law or to protect your and our rights, welfare, and security. We may likewise need to share your data if required by regulatory agencies such as the Commission on Higher Education (CHED), Legal Education Board (LEB), Department of Education (DepEd), or by local and international accrediting agencies (e.g., PACUCOA, PAASCU), as part of the monitoring and/or evaluation process.

Once you qualify for admission, your personal information will be shared with the Office of the Registrar so you will only need to provide additional information necessary for enrollment.

### ***Your choices and obligations***

You have the option not to grant use of your personal information for institutional marketing purposes or for research done by individuals or groups outside of institutional research purposes by unticking the options below.

You have the obligation to ensure the completeness and accuracy of all information provided to the University. Provision of fraudulent information, if proven to be deliberate, may prevent you from being admitted to the University.

### ***Other important information***

We implement security safeguards designed to protect your data. We regularly monitor our systems for possible vulnerabilities and attacks, and apply necessary measures to protect your data.

You may contact us through the Office of the University Data Protection Officer to communicate any concerns you may have regarding our privacy policy.