

## **DATA PRIVACY NOTICE**

### **for Meridian students**

*(applicants, enrolled students, former students/graduates)*

### ***Statement of Data Privacy Policy***

We at The Meridian International Learning Experience, Inc. value the privacy of our data subjects by continuously working towards keeping the safety, integrity, and security of all information entrusted to our care.

This Data Privacy Policy identifies the needed information we manage from our students (applicants, enrolled students, former students/graduates), the purpose for its collection, and the processing it undergoes in compliance with Republic Act No. 10173 or the “Data Privacy Act of 2012” (DPA) , its Implementing Rules and Regulations (IRR), and the Data Privacy Council Education Sector Advisory 2020-1. Furthermore, this policy details Meridian’s practices that are designed to secure the personal information of our data subjects and to inform them of their rights.

Keeping in mind the best interests of our data subjects, this Data Privacy Notice may be revised at any time. These changes will be published on Meridian’s website in a timely manner.

### ***Definition of Terms***

Terms used in this Policy are consistent with Section 3 of DPA of 2012 (Definition of Terms). Below are important terminologies further explained in the context of this Policy.

1. Data subjects refer to applicants, academic and non-academic students, former students/graduates.
2. Non-academic students are individuals who are not enrolled in its formal schooling (K-12) program but are participating in Meridian's extension programs.
3. Online platforms are services available through the Internet used to deliver Meridian's teaching and learning activities.
4. School stakeholders are members of the Meridian community such as the administrators, faculty and staff, students and parents.
5. Third-party processors are business entities that Meridian works with to deliver its teaching and learning services and to facilitate online payments.
6. Vision partners are individuals or organizations that support the vision of Meridian by offering opportunities to the students for practical learning.

## ***Information Collection***

Meridian collects, stores, and processes data from its students (applicants, enrolled students, former students/graduates). This starts during the application for admission to Meridian or participation in any of its extra-curricular programs. This continues throughout the entire engagement of the student in Meridian.

Below are the pieces of information that may be collected.

1. *Student personal details*: full name, Chinese name, home address, contact numbers (mobile/landline number), birthdate, age, birthplace, nationality, immigration status, religion, learner reference number, recommendations and assessment forms from previous schools, etc.
2. *Family background*: personal information on parents, guardians, siblings
3. *Images and recordings*: photo/audio/video taken during class and school events, closed-circuit television (CCTV) recordings
4. *Academic school records*: Form 137, Form 138, transcript of records, diploma, grades, exams, projects, quizzes, seatworks, assignments, character grades, attendance
5. *Student's digital school works*: data such as class participation (chat, reactions), digitally submitted documents (text/photo/audio/video/multimedia documents), screen share, and screen/video meeting recordings for performance-based assessments gathered through authorized third-party online learning platforms (ex. G Suites for Education, Zoom, Cerebry, KooBits, BuriBooks, BrainFit, ClassIn, etc.)
6. *Standardized testing results*: Department of Education's National Achievement Test (NAT) and National Career Assessment Examination (NCAE), Center for Educational Measurement's K-12 Achievement Test, etc.
7. *Health and wellness records*: medical certificates, immunization records, medical test results (vision, hearing, and clinically diagnosed condition), physical fitness
8. *Student accounts*: data gathered through Meridian Information System, Meridian Finance, and authorized third-party digital financial platforms
9. *Other student records*: guidance and counseling files, psychological exam results, disciplinary records, library, extra-curricular activities, résumés, job interview forms

***Purpose of Information Collection***

Meridian collects information to better serve the student's needs. Here are the specific reasons for the collection of information:

1. to confirm the identity of student applicants and their parents/guardians/siblings;
2. to certify, authenticate, and verify submitted academic records and other required documents;
3. to process various requests for student services such as admission, registration, enrollment, transfer, or graduation;
4. to support student learning by providing appropriate class experiences, co-curricular and extra-curricular activities, library services;
5. to facilitate online learning, activities, and events through various authorized third-party online platforms;
6. to support the student's general well-being by providing appropriate medical services, guidance and counselling services, disciplinary actions in campus or through various authorized third party online platforms;
7. to assess performance and output, check exams, record grades for monitoring and reporting on student's learning progress;
8. to monitor and ensure safety of all students within the Meridian campus and in online classes and events;
9. to process and generate student's statement of accounts;

***Purpose of Information Collection*** (continuation)

10. to document students' data;
11. to issue certifications, diplomas, Form 137, Form 138, transcript of records, and other academic school records;
12. to chronicle school gatherings and online events;
13. to conduct research and make informed decisions for the overall improvement of experience of all school stakeholders;
14. to share visual materials within campus through LED monitors, Meridian email, Meridian website, and/or Meridian social media accounts;
15. to market and promote Meridian, its students, employees, and other academic and non-academic student and/or school activities inside and outside the campus;
16. to meet with the student and/or the parent/guardian for feedback and/or consultation;
17. to report personal data to appropriate authorities within government guidelines and following legal procedures; and
18. to record online classes as material for students who missed meetings due to valid reasons.

### ***Information Sharing and Transfer***

Meridian shall secure a written consent from the data subject prior to sharing any data within and outside the Meridian community. Consent of a data subject under 18 years old shall be given by the parent (or legal guardian) exercising parental authority over the child.

Because we value the school-parents partnership, Meridian shall likewise secure a written consent from the parent (or legal guardian) exercising parental authority over a student of legal age before sharing any information.

Student's personal data entrusted with Meridian is shared with the student's parents as legal guardians. Personal data needed by authorities based on Philippine laws, regulations, and government guidelines are reported as necessary following legal procedures.

With written consent from the parent and the data subject and a contract or legal agreement between Meridian and a third-party processor, limited personal data is also shared with:

1. Meridian's official service providers for account creation for a student to access authorized third-party online learning platforms and for customer support; and
2. vision partners and other academic linkages that provide internship and other learning opportunities.

### ***Security of Information***

Meridian keeps safe and secure all collected personal data by making it accessible only to authorized Meridian personnel, utilizing our resources, employing widely accepted practices, and using suitable technology to detect and/or prevent unauthorized access. However, as we do our best to protect control of physical and digital storage, please be aware of the risk that it is still possible for a third-party to obtain unlawful access to this.

Should third-party entities need access to your personal data to deliver services, Meridian requires a data sharing agreement with them in compliance with the DPA and its IRR.

***Retention of Information***

Meridian keeps your paper and digital files only for as long as necessary.

<b>Data/Files/Records</b>	<b>Office-in-Charge</b>	<b>Retention Period</b>
Permanent academic student records	Registrar’s Office	permanent
Admission files	Admissions	5 years
Application forms and other documents	Admissions	5 years
Class records and other academic records	Academic Department, Library	1 year after graduation/ non-enrollment
Guidance and counseling files	Guidance Office	5 years after graduation/ non-enrollment
Disciplinary records	Principal’s Office	5 years after graduation/ non-enrollment
Commendable physical and digital school works, output	Academic Department	10 years
Other physical and digital school works, output	Academic Department	5 years
Other non-academic student’s records	SEA, Registrar’s Office, Clinic	5 years after graduation/ non-enrollment
Billing information	Finance Office	10 years
CCTV videos	Security Office	1 year
Photo, video, online video recordings of school events	Academic Department	permanent

Meridian systematically destroys data that are deemed to be no longer needed for storage or permanently de-identifies such data. Physical files for destruction are securely shredded while digital files are erased using a data-destruction program.

Data shared with third-party providers are destroyed upon request of Meridian and cessation of service agreements.

### ***Data Subject's Rights***

The Data Privacy Act has entitled the data subject the following rights:

1. The right to be informed
2. The right to access
3. The right to rectify
4. The right to object
5. The right to erasure or blocking
6. The right to file a complaint
7. The right to damages
8. The right to data portability

### ***Concerns***

Should data subjects have any comment/inquiry/complaint either relating to the privacy policy or dealing with the processing or security of data, Meridian may be reached through any of the following:

Information desk: +639166274519

Email address: [dpo@themeridian.edu.ph](mailto:dpo@themeridian.edu.ph)

Address: 79 Mother Ignacia Ave. Barangay Paligsahan, Quezon City, Philippines 1103