



SAINT LOUIS UNIVERSITY  
Baguio City



PRIVACY NOTICE FOR SLU VIRTUAL GRADUATION CEREMONY  
February 2021

SLU graduation ceremonies are momentous events for our graduates, their parents, their guests, the SLU administration, faculty, and staff. We take pride in making this public event, a day to remember for our graduates.

In compliance with *Data Privacy Act of 2012 (R.A. 10173)*, its Implementing Rules and Regulations, and other applicable laws, SLU is committed to protecting any information of its data subjects. As we are holding our first SLU virtual graduation ceremony, this notice explains how your personal data will be collected, used, shared, and it also guarantees your rights, in relation to the information we hold about you. This pertains to all students who applied for graduation.

In the management of the SLU virtual graduation ceremony on March 1 & 2, 2021, we will collect and share the following information.

1. Full name;
2. Program of Study;
3. Academic Performance (Honors/Awards) if any;
4. Hometown;
5. Scholarship Grant/s if any; and,
6. Digital image (Photos).

Except for the graduation photo, all of these information are collected from the student information system and from the application for graduation form that you have filled out. All graduation photos will be sent electronically to your respective Department Heads/ Graduate Program Coordinators.

Your name, program of study, hometown, scholarship and award will be published in the virtual graduation video, the SLU website and/or official Social Media Account. If you have given your consent, these may also be posted in bulletins in the university and/or publications, if any, as maybe deemed necessary by the University.

The University processes the information for graduation for the following purposes:

1. To perform the contract of the University with the students, which is to carry out a graduation ceremony. This was initiated when the students submitted their personal data in the application for graduation;
2. To process the students' personal data in order to meet its obligation to award degrees and qualifications;
3. To record and report students who are qualified alumni after successfully obtaining their qualifications; and,
4. To confer honor and awards to students.

#### Your rights

1. Graduates can request specific personal data which they do not want to appear on the video and/or other media channels.
2. This request must be made in writing to [upelc@slu.edu.ph](mailto:upelc@slu.edu.ph) and submitted not later than three weeks prior to the date of the ceremony.

By affixing your signature above your printed name, you agree to the terms and conditions of this notice.

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date