

# Cebu Doctors' University Data Privacy Statement

Maintaining your privacy is our priority and this Privacy Statement explains how we collect, protect, use, and share information when you access our website.

This Privacy Statement outlines the general practices of Cebu Doctors' University ("CDU") in relation to our processes and content which are made available through our website. This likewise covers the privacy practices of the institution which are not limited to the admission and enrollment of students and human resources services and other services that the institution may offer in the future.

## **Our Privacy Practices (Purpose, Use, and Processing of Personal Information)**

As a student of CDU or an applicant of CDU, INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. grant you a revocable, nonexclusive, non-transferable, limited license to download, install and use the Application solely for your personal, noncommercial purposes strictly in accordance with the terms of this Agreement.

The privacy practices described in this Statement are primarily intended for individuals studying in the Philippines and are designed to comply with the Data Privacy Act of 2012 (R.A. 10173) and its implementing rules and regulations. Your school as Personal Information Controller has mandated INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. as Personal Information Processor to collect, hold, process or use your personal information for the purpose of...

1. Efficient administration of your application, admission, enrollment into the school.
2. Keeping track of your academic and medical records inside the school, assessing your needs and graduation status, helping you achieve your career goals.
3. Issuing reports both internal and mandated by government agencies or other accreditation bodies.
4. Forecasting future needs of the school in terms of following the academic year's enrollment and finance and providing advanced analytic reports to the school as far as its operation is concerned.

5. Troubleshooting any issue with the system being offered and bringing ever increasing convenience to the delight of its users.

## What We May Collect From You

By continuing to use our website, as a data subject, you consent to share all personal data to INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC., including but not limited to:

1. Personal details (including but not limited to: full name, family member's details and contacts, gender, race, religion, birth date, full address present and past, email and personal mobile numbers)
2. Prior education and achievements
3. Attendance records
4. Grades and related academic records
5. Payment and dues
6. Medical records
7. Other mandated records required by your school from time to time
8. Camera permission for accessing the camera or capturing images and video from the device. This enables the app to capture your picture and use it for the issuance of your student ID.
9. File permission for saving captured image on your device
10. SMS permission for accessing features related to the User's messaging including the sending, receiving and reading of SMS, notably to check the PIN code coming from INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. to verify that your account is connected to the right device.
11. Social media accounts permission for accessing the User's social media account profiles, such as Facebook and Twitter, if you choose to use your Facebook credentials to easily log in to INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC.'s application.

Any information given out to your school will be technically shared to INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. as the technical administration of the records is being performed by INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. Additional specific permission may be required as needs arise for special use and purposes.

INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. may collect usage data from its systems to keep improving them.

You have the right to update all personal information submitted at any time to reflect changes that may have occurred to your personal situation.

You have the right to block any of the above permissions at any time. However, if you choose to withdraw any of those permissions, your school may not be able to let you continue your studies.

## **How We May Share Your Information**

If the applicant or enrollee is of legal age, you as a student are the primary custodian of the record. INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. give you the ability to share access to this account to two other persons. You are responsible for selecting carefully the access you grant. Granted access may be revoked in the future.

If the applicant or enrollee is not of legal age, you as a legal guardian are the primary custodian of the record. INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. give you the ability to share access to this account to two other persons. You are responsible for selecting carefully the access you grant. Granted access may be revoked in the future.

You have been granted a temporary access from the legal guardian of the records. This access may be revoked by the legal guardian of the records at any time in the future.

We wish to assure you that we do not, and will not, sell personal data to any third parties. All our engagements with third parties shall be fully compliant with our obligation of confidentiality imposed on us under the applicable agreements and/or terms and conditions or any applicable laws that govern our relationship with you.

## **How We Protect Your Information**

We fully recognize the value of your personal information particularly as it may include sensitive personal information such as your gender, government-issued IDs, etc. Appropriately, we strive to maintain the confidentiality, integrity and availability of your personal information by employing physical, technological and procedural safeguards. We train our employees to properly handle your information.

Further, INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. shall exercise diligence to ensure the integrity of the data and to prevent any unauthorized access beyond the ones provided to the authorized school administrators, teachers, the legal custodian of the records and his/her two optional additional shared accesses.

Access to servers shall only be done by bank-grade SSL certificates. Data loss shall be prevented through redundancy of the database.

## **How Long Do We Keep Your Information?**

Your personal information shall be retained for as long as the purpose for which it was collected, and such other purposes that you may have consented to from time to time, remains in effect and until such time as it is no longer required nor necessary to keep your information for any other legal, regulatory or business purposes.

## **Your Rights and Restrictions**

In respecting your rights to privacy, you may at any given time withdraw your consent to the collection, use and processing of your personal information only to the extent that it will not undermine the purpose for which the collection of the personal information was made in the first place.

You likewise agree not to, and you will not permit others to license, sell, rent, lease, assign, distribute, transmit, host, outsource, disclose or otherwise commercially exploit the Application or make the Application available to any third party.

The Restrictions section is for applying certain restrictions on the app usage, e.g., user cannot sell the app, user cannot distribute the app.

## How To Contact Us

For any queries, clarifications or requests on any aspect of this Statement, the exercise of your rights pertaining to your personal information or to provide any feedback that you may have about our processing of personal information, please visit Cebu Doctors' University or get in touch with our Contact Center at [+63 \(32\) 238-8333 extension 8634](tel:+632388333) during business hours. You may also email us at [dpo@cebudoctorsuniversity.edu](mailto:dpo@cebudoctorsuniversity.edu).

You may also write our Data Protection Officer at:

**DATA PROTECTION OFFICER**  
Cebu Doctors' University  
1 Dr. P. V. Larrazabal Jr. Avenue  
North Reclamation  
6014 Mandaue City  
Cebu, Philippines

## Changes to Our Privacy Statement

We may modify or amend this Privacy Statement from time to time to keep up with any changes in relevant laws and regulations applicable to us or how we collect, use, protect, store, share or dispose of your personal information. Any relevant updates will be posted on our website.

Further, for compliance reasons, INNOVE COMMUNICATIONS, INC and PINNACLE TECHNOLOGIES, INC. may modify or replace this Agreement upon mutual agreement with CDU. If a revision is material, we will provide at least 30 days' notice prior to any new terms taking effect.