



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



February 1, 2019

DIVISION MEMORANDUM
No. 037, s. 2019

SUBMISSION OF DATA PRIVACY NOTICE

To: OIC - Asst. Schools Division Superintendent
Chief Education Supervisors
Education Programs Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary Principals/Directors/Administrators
All others concerned

1. The Department of Education Schools Division of Ilocos Sur provides indispensable services in meeting the demands of all the clientele including partner agencies and institutions.
2. Bangko Sentral ng Pilipinas and University of Northern Philippines, our potential partners in the work industry, request data from the Office regarding mobile numbers and email addresses of all public and private school heads for their respective purposes. Data Privacy Notice therefore shall be collected from all public and private schools.
3. Public Schools District Supervisor (PSDS) shall collect the Data Privacy Notice from all elementary within their respective District while the school heads of secondary schools shall submit to the Office individually.
4. Date of submission shall be on or before **February 6, 2019** (Attn: SGOD-Planning and Research Section). Attached to this memo is the copy of the said notice.
5. For information, guidance and immediate action.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

DATA, DATA PRIVACY NOTICE, SUBMISSION



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Data Privacy Notice

The Department of Education shall engage in the collection of data such as school information, official mobile number, email addresses, titles, position designation and other work-related information for tracking, provision of services, educational and legal purposes. This information shall be processed in accordance with the provision of the Data Privacy Act and the Data Privacy Policies of the Department.

This information shall be stored and held confidentially in accordance with the provisions of the Basic Education Act and may only be shared with other government agencies or third parties subject to Data sharing agreements and data privacy requirements for legitimate purposes only.

For inquiries, requests and concerns regarding your data privacy rights, please contact the data privacy compliance officer or school division office.

I hereby authorize the Department of Education to use, collect, and process the information for the purpose of the above stated.

Name and Signature of Personnel

School

Position/Designation

