Privacy Notice for Senior High School Voucher Program Application

**Service Description**

Republic Act No. 10533 (RA 10533), otherwise known as the Enhanced Basic Education Act of 2013, explicitly expands Government Assistance to Students and Teachers in Private Education (GASTPE or Republic Act 8545) to include Grades 11 and 12. In this regard, DepEd Order No. 11 series of 2015 (DO 11 s.2015) introduced the Senior High School Voucher Program (SHS VP) as a mechanism to provide financial support to qualified students in SHS.

The Private Education Assistance Committee (PEAC) has been contracted by DepEd to administer the SHS Voucher Program (SHS VP) Applications. PEAC is the trustee of the Fund for Assistance to Private Education, a perpetual trust fund created to provide assistance to private education in the country. PEAC is represented nationally by its National Secretariat (PEAC NS) and in each region by its Regional Secretariats (PEAC RS). PEAC provides the infrastructure, systems, coordination and controls required for the smooth implementation of the SHS VP.

**PEAC as Personal Information Processor**

In carrying out the implementation and management of the SHS VP Applications, the PEAC acts as a Personal Information Processor as defined under RA 10173, otherwise known as the Data Privacy Act of 2012 (DPA).

Under Sec. 3(i) of the DPA, Personal Information Processor (PIP) refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

**Personal Information Collected**

PEAC collects the following information from applicants:

* Student Applicant
1. Learner Reference Number
2. Full Name
3. Date of Birth
4. Gender
5. City/Municipality and Province of Birth
6. Citizenship/Nationality
7. Contact information (mobile, landline, email address
8. Home Address
9. Desired Track in Senior High School
10. Junior High School enrolled in, including address and school fees
11. If applicable, financial assistance received from the school
* Applicant’s Family
1. Sibling/s name and age
2. Properties owned (vehicle, real estate, house)
3. Father/Mother/Guardian’s name, source/s of income, gross monthly income, proof of financial capacity
4. If applicable, name, source/s of income, gross monthly income of the person helping send the child to school, proof of financial capacity

All personal information and documents requested above are required for a complete submission and evaluation of an application.

**Use**

The collected personal information is utilized solely for evaluation of the application to determine who can be prioritized for acceptance. Contact information is collected for the purpose of communicating with the applicant should the need arise, e.g. clarifications on the submitted information and/or documents.

The personal information will be used as is and will not be subject to additional processing before being used for the stated purposes.

**Protection Measures**

Only authorized PEAC personnel have access to the application forms submitted. Encoding of manual applications is done only in the PEAC office, using office-issued computers. Electronic transmittal of encoded manual applications is done using only the official PEAC email addresses. Print-outs containing data are limited and is transmitted only by authorized PEAC personnel. All applications submitted, together with the supporting documents, will be securely processed and stored in PEAC’s cloud servers. Data will be kept in the servers for a period of six years. At the end of the above retention period, hard copies shall be disposed through shredding, while digital files shall be disposed of through the use of secure digital technology.

**Access and Correction**

Every participant has the right to ask for a copy of any personal information that PEAC holds about him/her, as well as to ask for it to be corrected if he/she thinks it is erroneous. To do so, and for any other matters relating to the processing of personal data, he/she may contact the Data Privacy Unit, data.privacy@peac.org.ph.

To help us attend to your concern immediately, please state your

Full Name

LRN

Voucher Application Number (VAN) / Qualified Voucher Applicant (QVA) Certificate Number

School/Institution

Data Privacy concern (eg. correction of data given, request to access data you submitted to PEAC, etc.)

This email account is only for data privacy matters, for other concerns, please contact the PEAC through (02) 840 6000.

Senior High School Voucher Program Application

Parent Consent Form

*This is a REQUIRED document for applicants who are below 18 years old at the time of the submission of the application.*

I grant my consent for my child (student-applicant) to provide the necessary information and documents needed to complete the Senior High School Voucher Program application process.

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| *(Signature over printed name of the parent/guardian)* |

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| --- | --- |
| Date signed : |  |

Additional information:

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| --- | --- |
| 1. Full name of Student-Applicant:
 |  |
| 1. Age of Student-Applicant:
 |  |
| 1. Address:
 |  |
| 1. Junior High School:
 |  |
| 1. Contact no. of Parent/Guardian:
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