



ATENEUM DE MANILA UNIVERSITY
ATENEUM CENTER FOR EDUCATIONAL DEVELOPMENT

Privacy Policy Statement

ASCEND Job Preparation Training Program

The Ateneo Center for Educational Development (“ACED”) respects your right to privacy and the confidentiality of your information. This Privacy Policy statement is to inform you of the use of your personal information when collected for the ASCEND Job Preparation Training Program.

What information do we collect, acquire, or gather:

We collect and gather data in many ways, including but not limited to our Facebook page, e-mail, SMS messaging, and actual interview. The data we gather include, but are not limited to, written personal and directory records, photographic images, and digital material. Such personal data may include information provided by an applicant during the application, or information we acquire upon enrolment and during the training proper.

We also collect non-personal identification information about users whenever they interact with our Facebook page or site for analytics purposes. Non-personal identification information may include the type of browser used to access the site, the type of computer or device, date and time of access, and other technical information used as the means of connection, such as operating system. This type of information cannot be used to identify individual visitors.

Who uses your information:

Your information are accessed and used by the Project Officers at ACED and duly-authorized program trainers from our partner organizations. All users concerned have a legitimate interest in the proper use of data for carrying out their project duties.

How we use the applicant’s information:

Our primary source of information is through the Facebook page. Its primary purpose is to inform the ASCEND applicants and other interested parties of who we are and what we do. We collect and use personal information (including name, address, telephone number, and e-mail) to better provide ASCEND applicants with the required services, or information.

We would therefore use your personal information in order to:

- respond to queries or requests submitted pertaining to the ASCEND program;
- administer or otherwise carry out our obligations in relation to any agreement you may have with us pertaining to the job preparation training program;
- evaluate applications for admission to the ASCEND program;
- process confirmation of incoming applicants in preparation for enrolment to the training program;



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- maintenance of directories and alumni records;
- compile data and generating reports for statistical and analytical purposes;
- anticipate and resolve problems with any services supplied to you;
- create products or services that may meet your needs

To optimize our services, we may wish to use the personal data for direct marketing. As we respect your privacy, we will only use your personal data for this purpose when you are aware thereof and if required, we will request your consent prior to using your personal data for direct marketing.

If at any time you wish us to stop using your information for any or all of the above purposes, please contact us through ACED Facebook page. We will stop the use of your information for such purposes as soon as it is reasonably possible to do so.

How we share the information:

We will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users or other individuals.

Legitimate interests as an educational institution that prompts us to share the information include a variety of academic, administrative, historical, and statistical purposes. Some examples of when we may share or disclose your personal information to others include:

- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants and other forms of assistance;
- conducting research or surveys for purposes of program development;
- uploading your information to our directory information and the program's alumni association;
- publishing testimonials, achievements, and success stories in our Facebook page, website, other social media sites, and publications, with your awareness and consent

Please be assured that we will not use your information for any of the purposes if you have indicated that you do not wish us to use your information in this way when submitting the information or at a later stage.

How you will be notified of changes to our policy:

Although most changes are likely to be minor, ACED reserves the right, acting reasonably, to modify our Policy and Terms of Agreement at any time in our sole discretion, and will publish notice of any such modification on our Facebook page and website. Any modification is effective immediately upon posting.