

## ATENELO CORD PRIVACY NOTICE

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Good day!

Ateneo CORD is the research and training arm of the Psychology Department of the Ateneo de Manila University. This privacy policy explains how we utilize the data that you provide us.

### INTRODUCTION

This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). In this Policy, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you.

**WHAT WE COLLECT.** Ateneo CORD collects personal data from you whenever you visit our website, register to our training programs and when you correspond with us regarding our services. We also collect data from you when you complete our end program evaluation forms and provide us feedback during our program runs.

The data you share with us may include the following:

- your name;
- address;
- e-mail address;
- telephone and cell phone numbers;
- workplace information;
- financial/credit card information.

**WHY WE COLLECT THEM.** The information you provide to us will be used for the following purposes:

- sharing marketing and promotional materials regarding Ateneo CORD-related functions, events, projects, and activities;
- communicating official announcements;
- recording, generating and maintaining participant and visitor information;
- processing payment;
- maintaining directories and records;
- soliciting your participation in research and surveys;
- compiling and generating reports for statistical and research purposes;
- providing services such as parking, safety and security;
- sharing your information with persons or institutions as provided below.

**HOW WE SHARE, DISCLOSE, OR TRANSFER YOUR INFORMATION.** Your personal data will be secured in a variety of paper and electronic formats, including databases, once it is with us. Access to your personal data is limited to Ateneo CORD personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that our use of your personal data will not be excessive.

Unless otherwise provided by law or by appropriate University policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or a University policy, all affected records will be securely disposed of after such period.

In addition, to the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

- marketing analysis
- payment processing
- fraud prevention

**SECURITY.** Your personal data are protected against unauthorized use, collection, copying, modification, and other similar risks. However, since much of our data collection courses through the Internet, we cannot assure that it is completely secure. What we can assure you though is that we do not transfer or share your personal data with other individuals or organizations, unless it is required or permitted by law.

**WITHDRAWING CONSENT (UNSUBSCRIBE OR EMAIL US).** Once you provide us with your personal information, you also give us consent to use your information for promotional and direct marketing activities (through e-mail, SMS, and other forms of contact).

If you would like to opt out of this service, please reach us through our e-mail: [cord.soss@ateneo.edu](mailto:cord.soss@ateneo.edu) or choose to **UNSUBSCRIBE** using the link provided at the bottom of our e-mail notifications. Please do not hesitate to contact us for any queries and/or clarifications with regards to our services.

You may let us know and ask us to stop collecting and using your personal data at any given time by reaching us through our e-mail: [cord.soss@ateneo.edu](mailto:cord.soss@ateneo.edu).

**ACCESS TO INFORMATION AND CORRECTION.** Under the law, you have rights to request and access the information you have provided us. Please contact us through our e-mail or through our phone number so that we may assist you in your request.

Should you wish to correct and update the information you have given us, you may reach us through our e-mail: [cord.soss@ateneo.edu](mailto:cord.soss@ateneo.edu) with "Information Update" as your subject line. We would want to make sure that your personal information is up to date and correct at all times.

**CHANGING THIS POLICY.** We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.