

## RSU WEBSITE

# PRIVACY NOTICE

At Romblon State University, we are committed to protecting your privacy and ensuring the security of your personal information in compliance with the Data Privacy Act of 2012, its IRR, and other relevant issuances from the National Privacy Commission (NPC). This privacy notice outlines how we handle and process your data as you enter and explore the RSU website at <https://rsu.edu.ph/>.

### Collection of Data

When you visit our website, we may collect your personal data and web traffic data. The types of data that we may collect are the following:

1. Personal data – such as name, email address, and contact details. These data are voluntarily provided once you contacted us manually or through electronic mail.
2. Web traffic data, such as your IP address, browser type, operating system, and other technical details. These data are automatically collected by our website analytics tools.

### Usage of Collected Data

We use the data we collected from you for the following purposes:

- To respond to your inquiries or emails
- For documentation and processing of inquiries
- To comply with our legal obligation as per request of the data subject
- To provide the appropriate action that you may require concerning your data privacy rights
- To improve our website's functionality and services based on your feedback
- To review our website usage so we can customize it based on what you need to see
- To improve your user experience on our website

### Data Disclosure

Romblon State University is committed to ensuring the security and privacy of your personal data. Any data that we collect here will not be used in any manner that will harm you, nor will it be disclosed to any party that is not related to the university, in accordance with the Data Privacy Act of 2012.

## **Storage and Security of Data**

To ensure the confidentiality and availability of all the collected data, security measures are being implemented through the use of data servers controlled by the university, wherein it will be protected from any misuse or unauthorized access.

## **Data Retention Period**

RSU will retain your personal data only for as long as it is necessary in order to fulfill the purposes for which it was collected. Any data that has already served its purpose will be securely disposed of.

## **Rights of the Data Subject**

As the owner of your personal data, you are entitled to the following rights, as stated in RA 10173, or the Data Privacy Act of 2012.

1. Right to be informed. As a data subject, you have the right to be informed that your personal data shall be, are being, or have been processed.
2. Right to access. In addition to your right to be informed, you also have a right to gain reasonable access to your personal data.
3. Right to object. You have a right to object to the processing of your personal data.
4. Right to erasure or blocking. Under the law, you have the right to suspend, withdraw, or order the blocking, removal, or destruction of your personal data.
5. Right to damages. You may claim compensation if you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, considering any violation of your rights and freedoms as a data subject.
6. Right to rectification. You have the right to dispute any inaccuracy or error in your personal data and have the personal information controller correct it immediately, unless the request is vexatious or unreasonable.
7. Right to data portability. Where your personal information is processed by electronic means, you have a right to obtain from the personal information controller a copy of your personal data in an electronic or structured format that is commonly used and allows for further use.
8. Right to file a complaint. If you are the subject of a privacy violation or personal data breach or are otherwise personally affected by a violation of the DPA, you may file complaints with the NPC.

[Source: <https://privacy.gov.ph/data-privacy-act/>]

## **Changes to the Privacy Notice**

RSU reserves the right to update or revise this Privacy Notice from time to time. Any changes will be effective immediately upon posting the revised Privacy Notice on our website. We encourage you to review this Privacy Notice periodically for updates.

## **Inquiries, Concerns, and Feedback**

If you have any inquiries, concerns, or feedback about this Privacy Notice or our data protection practices, you may reach our Data Protection Officer via the address: Ground Floor, Admin Building, RSU Main Campus, Liwanag, Odiongan, Romblon, Philippines, 5505, or through email at [dpo@rsu.edu.ph](mailto:dpo@rsu.edu.ph).

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