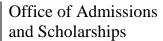Office of Admissions
and Scholarships

- Preparation processes for ceremonial activities such as orientation events of the various programs and colleges
- Determining the admissions and enrollment status of the applicant
- Setting up or processing needed in academic systems such as Learning Management Systems
- Internal process improvement activities that may include the use of data analytics to process the personal data
- Use in religious practices as supported and sanctioned by the university
- Use in emergency situations to protect the vital and medical interest of the applicant/student

The personal data collected about the scholar applicant/student is used and process in the following manner:
- All process of an applicant/student.
- Search for volunteers by various colleges and departments

Storage:

The personal data of the both the applicant/student and the legal guardian are stored in the following manner:
- The physical document collected are stored under lock and key in secure storage locations such as steel cabinets and can only be opened by authorized personnel.
Archival data are stored externally in secure storage warehouses.
- The electronic version of the personal data whether digitized or transcribed are stored in university information systems that are housed within the university premise mostly with some information stored externally in service providers for efficiency as well as for business continuity purposes. Only authorized personnel are given the rights to access the data thru various access control mechanisms.

Disclosure:
The personal data of both the applicant/student are shared with the following units within the university for the previously stated purposes
- Colleges and Departments relevant to the degree program of the applicant/student
- ITEO for exam and evaluation purposes as well as for conducting internal improvement surveys and research
- University Clinic for medical or health related requirements
- OCCS for counseling and career related activities
- University Library for monitoring of library usage

Office of Admissions
and Scholarships

Office of Admissions
and Scholarships