



CITY GOVERNMENT OF CALAMBA

CITY COLLEGE OF CALAMBA

Dalubhasaan ng Lungsod ng Calamba

ALCUCOA Level I Accredited

Global Citizenship Education - Regional Hub

General Privacy Statement of the City College of Calamba

Introduction



City College of Calamba (CCC) respects your right to privacy and is committed to protecting your personal data. We strive to comply with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and all relevant issuances of the National Privacy Commission (NPC), the government agency tasked with enforcing data privacy laws in the Philippines.

For purposes of this Privacy Statement, the terms personal data and personal information are used interchangeably. Personal information refers to any information, whether recorded in material form or not, from which an individual's identity is apparent or can be reasonably and directly determined, or which, when combined with other information, would directly and certainly identify an individual.

This Privacy Statement outlines how CCC collects, uses, stores, discloses, shares, retains, disposes of, and protects your personal data. It also explains the legal bases for processing your personal data, your rights as a data subject and the procedures for exercising those rights, as well as the potential risks associated with data processing and the measures implemented by CCC to safeguard your personal information.

What Personal Information Is Collected

We may collect the following categories of personal information:

- Personal details, including your full name, date and place of birth, and civil status.
- Contact information, such as your email address, telephone or mobile number, and current residential address.
- Academic information, including the courses or classes in which you are enrolled, academic performance, attendance records, and other education-related information.
- Employment-related information, such as previous employment records, performance evaluations, and government-issued identification numbers (e.g., SSS, HDMF/PAGIBIG, PHILHEALTH, TIN, PRC, and similar identifiers).
- Medical information and relevant family background information, where necessary and permitted by law.
- Photographs, video recordings, or other visual documentation taken during school activities, events, and programs in which you participate.



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- Video recordings captured through closed-circuit television (CCTV) systems installed within school premises for security and safety purposes.
- Audio and video recordings generated during online, remote, or virtual classes and other school-related online activities.

Cookies and Website Usage

- Our website uses cookies that may be placed by our web server or by authorized third-party service providers. Cookies are small text files that are automatically stored on your device when you visit our website. These cookies collect certain browsing information to enhance your user experience, improve website functionality, and help us better understand how visitors interact with our site. Cookies may also be used for purposes such as user authentication, session management, security, and performance analytics.
- Cookies do not directly identify you as an individual; however, they may recognize your browser or device. You may choose to disable or restrict cookies through your browser settings at any time. Please note that disabling cookies may affect the availability or functionality of certain features and services on our website, which may result in a less personalized user experience.

How Personal Information Is Collected

CCC collects personal information from applicants, students, employees, visitors, guests, and other individuals who interact with the institution.

Personal information may be collected through the submission of printed forms, supporting documents, records, and other materials required by CCC's academic units and administrative offices.

CCC may also collect personal information electronically through online forms, email communications, information systems, and other digital platforms. Such information may be provided directly by the data subject or entered by authorized faculty members, personnel, or representatives acting in connection with legitimate institutional functions.

If you are a minor (below eighteen [18] years of age), CCC may require the consent of your parent or legal guardian before collecting, using, or processing your personal information, in accordance with applicable laws and regulations.

If you provide CCC with the personal information of another individual, you represent and warrant that you have obtained the necessary consent or legal authority to disclose such information to CCC for processing. You further agree to hold CCC free and harmless from any claims, liabilities, or damages arising from your disclosure of such third-party personal information.

Legal Basis, Use and Purpose for Processing Personal Data

CCC processes personal data as necessary to fulfill its mandate, exercise its rights, and perform its functions as a public higher education institution established pursuant to the applicable city ordinance enacted by the Sangguniang Panlungsod of the City of Calamba.



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The personal data collected and processed by CCC are necessary for the administration of academic, administrative, operational, regulatory, and institutional functions, as well as for compliance with applicable legal, regulatory, reporting, audit, transparency, and government requirements.

CCC processes personal data only for legitimate, specified, and lawful purposes and in a manner that is adequate, relevant, and not excessive in relation to the purposes for which such data are collected. All processing activities are carried out in accordance with the provisions of the Data Privacy Act of 2012 (DPA), the issuances of the National Privacy Commission (NPC), and CCC's applicable policies, procedures, and data protection standards.

Risks Involved

A risk refers to the possibility that an incident or event may result in harm, loss, or adverse effects to a data subject or the organization arising from the processing of personal data. Such risks may include unauthorized access, collection, use, disclosure, alteration, loss, destruction, or other forms of unlawful processing of personal information. Risks may also affect the confidentiality, integrity, and availability of personal data, or result in violations of the rights of data subjects and the fundamental principles of data privacy.

CCC implements appropriate organizational, physical, and technical security measures designed to safeguard the confidentiality, integrity, and availability of personal data under its custody and control. These measures are intended to protect personal information against unauthorized access, disclosure, alteration, misuse, loss, or destruction.

While CCC continuously strengthens its security controls and data protection practices, no system or method of data transmission and storage can guarantee absolute security. Certain risks may still arise from circumstances beyond reasonable control, including but not limited to sophisticated cyberattacks, malware infections, ransomware incidents, computer viruses, system vulnerabilities, human error, force majeure events, or unauthorized access to physical or electronic records.

In the event of a security incident or personal data breach, CCC has established policies, procedures, and response mechanisms to ensure the timely management, investigation, mitigation, and reporting of such incidents in accordance with applicable laws, regulations, and institutional policies.

Personal Data Protection and Security Measures

CCC is committed to protecting the privacy and security of your personal data. We take all reasonable and appropriate measures to safeguard the confidentiality, integrity, and availability of the personal information entrusted to us. To prevent unauthorized access, disclosure, alteration, misuse, loss, destruction, or any other unlawful processing of personal data, CCC implements and maintains comprehensive organizational, physical, and technical security measures in accordance with applicable laws, regulations, and recognized data protection standards.

Among the security measures implemented by CCC are the following:



Old Municipal Site, Brgy. VII, Poblacion, Calamba City, Laguna
(049) 559-8900 to 8907 / (02) 8-5395-170 to 171
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- Access to personal data is restricted to authorized personnel who require such information in the performance of their official duties and responsibilities, in accordance with the principle of least privilege and a strict “need-to-know” basis.
- Employees, faculty members, and authorized personnel are regularly provided with data privacy and information security awareness training to ensure the proper and confidential handling of personal data.
- Appropriate technical safeguards are implemented to protect information and communications systems against unauthorized access, accidental or unlawful processing, misuse, interference, alteration, loss, or disclosure of personal data.
- Physical security controls are maintained to protect records, facilities, equipment, and information assets from unauthorized access, damage, theft, or other security threats.
- Policies and procedures are regularly reviewed and updated to strengthen data protection practices and address emerging privacy and cybersecurity risks.

CCC continuously evaluates and enhances its security measures to ensure that personal data remains protected throughout its lifecycle and is processed in a secure and responsible manner.

Disclosure, Sharing and Transfer of Personal Data

CCC may disclose, share, or transfer your personal data to authorized individuals, government agencies, partner institutions, service providers, or other organizations when necessary to fulfill its educational, administrative, legal, or operational functions, protect your legitimate interests, or pursue the legitimate interests of the institution.

Any disclosure, sharing, or transfer of personal data shall be carried out only with your consent, when required for the performance of a contract or legal obligation, when necessary to protect vital interests, or when otherwise permitted or authorized under applicable laws and regulations, including the Data Privacy Act of 2012 and related issuances of the National Privacy Commission.

CCC ensures that any recipient of personal data is required to maintain appropriate safeguards and security measures to protect such information and to process it only for legitimate and authorized purposes consistent with applicable data privacy laws.

Storage, Retention and Disposal of Personal Data

CCC stores personal data in secure physical and electronic record-keeping systems managed by its various offices, departments, and authorized personnel. Physical records are maintained in secure storage facilities, filing cabinets, drawers, or other controlled-access locations to prevent unauthorized access, loss, or damage. Electronic records are stored within information and communications systems, databases, servers, and computer devices that are owned, managed, or controlled by CCC and protected through appropriate security measures.

CCC processes and retains personal data only for as long as necessary to fulfill the purposes for which they were collected and in accordance with applicable laws and



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regulations, including the Data Privacy Act of 2012, the National Archives of the Philippines Act of 2007, their respective implementing rules and regulations, and CCC's internal policies, procedures, and standards on data privacy, research, records management, and ethical conduct.

Upon the expiration of the applicable retention period, or when the personal data is no longer necessary for its intended purpose, CCC shall securely dispose of, delete, destroy, or anonymize such data using appropriate methods designed to prevent unauthorized access, recovery, use, or disclosure, unless a longer retention period is required or permitted by law.

Data Subjects' Rights

In accordance with the Data Privacy Act of 2012 (DPA) and its implementing rules and regulations, you are entitled to the following rights as a data subject:

- **Right to be Informed** – You have the right to be informed of the collection, use, processing, storage, sharing, retention, and disposal of your personal data through this Privacy Statement and other applicable privacy policies and notices issued by CCC.
- **Right to Access** – You have the right to request access to and obtain a copy of the personal data that CCC holds and processes about you, subject to applicable legal and regulatory limitations.
- **Right to Object** – You have the right to object to the processing of your personal data, including processing for direct marketing, automated processing, or profiling, subject to lawful and legitimate grounds that may justify continued processing.
- **Right to Withdraw Consent** – Where processing is based on your consent, you may withdraw such consent at any time, subject to contractual, legal, or regulatory requirements and the legitimate interests of CCC.
- **Right to Rectification** – You have the right to request the correction, updating, or completion of inaccurate, incomplete, outdated, false, or misleading personal data.
- **Right to Erasure or Blocking** – You have the right to request the suspension, withdrawal, blocking, removal, or destruction of your personal data when authorized by law or when the personal data is no longer necessary for the purposes for which it was collected.
- **Right to Data Portability** – Where applicable, you have the right to obtain and electronically transfer your personal data in a structured, commonly used, and machine-readable format.
- **Right to Damages** – You have the right to seek compensation for damages suffered due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of your personal data, subject to applicable laws.
- **Right to Lodge a Complaint** – If you believe that your rights as a data subject have been violated or that your personal data has been processed in a manner inconsistent with the DPA, you have the right to file a complaint with CCC and/or the National Privacy Commission (NPC), without prejudice to any other legal remedies available under law.

CCC is committed to respecting and upholding these rights and will respond to legitimate requests in accordance with applicable laws, regulations, and institutional policies.



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Inquiries

For any inquiries, concerns, or complaints regarding data privacy or this Privacy Notice, you may contact our Data Protection Officer (DPO) through the details below:

Data Protection Officer

City College of Calamba (CCC)

Old Municipal Site, Brgy. VII, Poblacion, Calamba City, Laguna

Email: dpo@ccc.edu.ph

CCC will address all privacy-related concerns in accordance with applicable laws, regulations, and institutional policies.

Changes to our General Privacy Statement

CCC may update or amend this General Privacy Statement from time to time as may be necessary, including to ensure compliance with applicable laws, rules, and regulations; respond to changes in government or regulatory requirements; adapt to technological developments; and align with recognized industry best practices.

Any material changes to this Privacy Statement will be communicated through the CCC website or through other appropriate privacy notices and communication channels.

This General Privacy Statement takes effect on 23 June 2026.



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