

**D' New VICTORIA SCHOOL of the Philippines, Inc.**  
**Confidentiality Policy**

**Data Privacy Act**

Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 is a law that seeks to protect all forms of information, be it private, personal, or sensitive. It is meant to cover both natural and juridical persons involved in the processing of personal information.

**Scope of Data Privacy Act**

As mentioned earlier, the Data Privacy Act applies to any natural or juridical persons involved in the processing of personal information. It also covers those who, although not found or established in the Philippines, use equipment located in the Philippines, or those who maintain an office, branch, or agency in the Philippines.

Under Sec. 3(j) of the Data Privacy Act, “processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.”

In other words, processing of personal information is any operation where personal information is involved. Whenever your information is, among other things, collected, modified, or used for some purpose, processing already takes place.

**Aim**

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

**Rationale**

D' New Victoria School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Data Privacy Act and to address the issues, which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

## Objectives:

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an essence of trust within the school, where children and all staff feel safe to confide and share problems.
- To ensure that staff, parents and pupils are aware of the school's confidentiality, policy and procedures.
- To reassure pupils that their 'best interests' will be maintained.
- To ensure that pupils and parents/guardians know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues then the correct procedure is followed, working with the guidelines set out in the policy.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

## Guidelines

- All information about individual children is private and should only be shared with those staff that have a need to know.
- All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
- The school continues to actively promote a positive character and respect for the individual:
  - a) The school has appointed the Community Well-being and Support Officer and Registrar as Safeguarding/Child Protection Leaders and they receive regular training.*
  - b) There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.*
  - c) There is clear guidance for procedures if a member of staff is accused of abuse.*
  - d) Staff are aware that effective growth and development education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.*
  - e) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.*
  - f) Information collected for one purpose should not be used for another.*
- Parents/guardians and students need to be aware that the school cannot guarantee total confidentiality in all cases, for example issues involving child protection or criminal issues. Parents/guardians and students should feel reassured that only in exceptional circumstances confidentiality will be broken.
- The school prides itself on good communication with parents, guardians and students. All staff make sure they are available to talk to all parties concerned about issues that are causing concern. The school encourages students to talk to parents/guardians about issues causing them concern and may in some cases support the students to talk to their parents.
- All students have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual student should not be able to be identified.

- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other session dealing with sensitive issues such as growth development and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet from the registrar should be accessible to staff who need that information but not on general view to other parents/guardians and students.
- Photographs of students should not be used outside of the school premises without parent's/guardian's permission. *At no time should the child's name be used with a photograph so that they can be identified.*
- Information about students will be shared with parents but only about their child. Parents should not have access to any other child's books, grades and progress at any time. However, parents should be aware that information about their child will be shared with the receiving school when they change school.
- All personal information about children including social services records should be regarded as confidential. This should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, barangay/police reports, barangay/police minutes of meetings and social services minutes of meetings and reports will be circulated in an envelope.
- Any personal data will only be kept as long as necessary or for the length of time as stipulated by law.
- Staff laptops are password protected.
- Logs of administration of medication to children should be kept secure. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
- Administrators need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. Administrators must observe complete confidentiality when asked to do so by the governing, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at administrations' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Administrators should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

## Confidentiality Agreement

### Statement of Confidentiality

All members of staff, regular visitors and volunteers are required to sign the following statement relating to confidentiality.

- I have read and understood the Confidentiality Policy and agree to adhere to this in my role at D' New Victoria School, during my time at the school and after I have left.
- I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.
- I agree to only discuss information relating to D' New Victoria School and its stakeholders on a 'need to know' basis, as defined in the policy.
- I agree not to post or share information online through any means, including all areas of social media, e.g. Facebook, Twitter, which relates to any individual stakeholder or brings D' New Victoria School into disrepute.

### Right to Privacy

As provided by the Act, you may object to the processing of your personal data, request to access your personal information, and/or have it corrected, erased, or blocked on reasonable grounds. For the details of your rights as a data subject, you can get in touch with our Data Privacy Officer/Registrar at contact details below or at National Privacy Commission at <https://privacy.gov.ph/>. D'NVSFPI will consider your request and reserves the right to deal with the matter in accordance with the law.

### Contact Information

If you have further questions or concerns regarding your privacy rights, this Consent Form or any matter regarding the Data Privacy Act of 2012, you may contact our Data Protection Officer through the following details:

*The Data Protection Focal Person: **Ms. Ginalyn P. Mandap***  
*Tel. No.: +632 2395413*  
*Email Address: [victoria.school@yahoo.com](mailto:victoria.school@yahoo.com)*

## **Consent Form**

I have read this form, understood its contents and consent to the processing of my child's data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Complete Name of Student/Child: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_