

## CERTIFICATION AND DATA PRIVACY CONSENT FORM

I certify that:

I read all the information contained in the primer for the list of degree programs that are open for transfer applicants, their specific requirements such as GWA, schedules of interview /exam, etc. posted on the UPLB OUR website ([our.uplb.edu.ph](http://our.uplb.edu.ph)) and understood all the instructions in connection with my application for admission to an undergraduate degree as a transferee from another university or for a second degree being offered by the University of the Philippines.

I understand and agree that the term University of the Philippines (UP) refers to the relevant University of the Philippines System Administration and Constituent University (CU) offices, or any of its officials or authorized personnel.

All the information supplied in support of my application, which includes any appeals thereon that I may be allowed by UP to make are true, complete and accurate.

I am aware that any information furnished in support of my application will be checked against the original documents, and that withholding information or giving false information will disqualify me from admission or will be a basis for dismissal if I am admitted.

I understand and agree that UP will process my name, photograph signature, sex assigned at birth, address, contact information, the name of my parents, etc. pursuant to contract under 12 b of the Philippine Data Privacy Act (DPA) [Republic Act No. 10173 | Official Gazette of the Republic of the Philippines](#) in order to determine whether or not I am eligible to enroll for an undergraduate program in UP.

As for my sensitive personal information, such as information related to my education (if I am applying as a transfer student from another university, or applying for a second degree and whether my undergraduate degree is from another university or UP, schools attended including senior high school, my undergraduate degree, if any; if I am currently enrolled in another university, if all the grades for collegiate courses I previously enrolled in are attached to my application and my educational records as well as if I am a recipient of free tuition pursuant to RA No.10931); information about whether I have been subject to academic or disciplinary sanction by my former school; exact birthdate and age; information about my religious affiliation; it is understood that by entering into a contract with UP through the submission of this application for admission I necessarily grant UP my consent for the processing of my sensitive personal information as required by the applicable rules and regulations that UP adopted pursuant to UPs exercise of academic freedom for the purpose of determining whether or not I am eligible to enroll in UP and for all other related purposes including:

- (a) verifying my identity;
- (b) preventing fraud;
- (c) documenting consent for the processing of my personal data for such application; and
- (d) contacting me regarding my application;

I further certify that I obtained consent from all third persons, whose personal data are provided in my application, to allow UP to process such information as explained in the abovementioned privacy notice and in this certification and consent form, and agree to hold UP free and harmless from all liabilities in connection with the processing of the personal data of such third persons.

I further understand and agree that, at its option and sole discretion, UP may post the results of my application in its bulletin boards pursuant to NPC Advisory Opinion 2018-20 <https://privacy.gov.ph/wp-content/uploads/2022/01/AdOpNo.2018-020.pdf>

While UP obtains my consent for the processing of my sensitive personal information, I understand and agree that UP's processing of my personal data in my application and any appeal thereon as well as supporting documents that I submit is ultimately based on UPs right to exercise academic freedom under the 1987 Constitution, the UP Charter R.A. 9500, other applicable laws such as the Education Act of 1982 and Philippine jurisprudence. I understand that the case of Garcia vs. Faculty Admissions Committee Loyola School of Theology G.R. No. L-40779 November 28, 1975 68 SCRA 277 (1975) cited in University of the Philippines vs. Arokiaswamy G.R. No. 134625. August 31, 1999 <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/1/36888> states:

"Wide indeed is the sphere of autonomy granted to institutions of higher learning, for the constitutional grant of academic freedom, to quote again from *Garcia v. Faculty Admission Committee, Loyola School of Theology*, "is not to be construed in a niggardly manner or in a grudging fashion."

Academic freedom: "is a freedom granted to "institutions of higher learning" which is thus given "a wide sphere of authority certainly extending to the choice of students."

I understand that UP is authorized to process my personal data for other lawful purposes as provided under the DPA and other applicable laws including research, processing for the purpose of exercising its right and responsibility of academic freedom, compliance with legal obligations and issuances of public authorities which may include disclosure of my personal data to such public authorities (such as the UNIFAST for reimbursement of the application processing fee), for the purpose of establishing or defending legal claims and defenses, etc. and that therefore UP will continue to securely store my personal data for as long as necessary in order to fulfill such other legitimate purposes as allowed by the DPA and other applicable laws.

I understand that UP stores my personal data pursuant to Sec. 11 (f) of the DPA which states *Provided*, That personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: *Provided, further*, That adequate safeguards are guaranteed by said laws authorizing their processing.

I also understand that UP conducts research on stored, previously processed, de-identified data in order to comply with its legal obligations including its right and responsibility to exercise academic freedom under the 1987 Constitution and the UP Charter. UP as a research university must conduct scientific research in order to produce general demographic information and statistics regarding applicants for admission across various time periods. Such research enables the University to assess whether its policies, programs, as well as procedures and revisions to the same in different years, enable the University, among others, to comply with the UP Charter and to allow the University to provide advice and technical assistance to public authorities such as Congress, the Commission on Higher Education, the UniFAST Board, etc. in accordance with Sec. 7 of the UP Charter. As stated above, before any research is conducted by UP, so that the University will be able to comply with its ethical obligations and uphold my right to privacy, duly authorized UP personnel will remove identifiers from the relevant dataset such that UP's researcher or research teams who will perform operations on such dataset will not be able to identify me or associate any data with me. The research results will only include aggregate or statistical data and general demographic information that does not identify me and any other data subjects. I note that Sec. 16.C.2 of Memorandum Circular 2023-4 issued by the National Privacy Commission provides that:

The conduct of research where the end results will be anonymized and will only disclose the general demographic of the research subjects does not require the consent of the data subject.

I have also been informed that in the event research to be done will require the use of personal data, UP will comply with all applicable laws, rules and regulations as well as the ethical guidelines issued by the Philippine Health Research Ethics Board pursuant to the Philippine National Health Research System Act and if so required, UP will obtain my informed consent pursuant to such ethical guidelines for the processing of my personal data for such research.

I am aware that the processing of personal data for my application and any appeal thereon carries risks that may involve the confidentiality, integrity and availability of personal data or the risk that processing will violate the privacy principles and rights of data subjects. I understand that UP has put in place reasonable physical (e.g. access control measures such as locks, security personnel etc) organizational (e.g. only authorized personnel who have signed the required non disclosure undertaking and need such personal data to perform their functions are allowed to process such personal data, privacy impact assessments etc) and technical measures ( use of CDN, encryption, multifactor authentication, the conduct of vulnerability and penetration testing and other similar measures for its sites and portals) to prevent or mitigate such risks as stated in the abovementioned privacy notice. I understand that such measures do not guarantee absolute protection against such risks as when systems are subject to targeted cyberattacks, malware, ransomware, computer viruses, etc. However, UP has also adopted measures in order to deal with security incidents or personal data breaches in compliance with the PDPA and NPC issuances (Part 7 Security Incident or Breach Response Procedures of the UP System Data Privacy Manual approved by the Board of Regents [CERTIFIED TRUE COPY DATA PRIVACY MANUAL 2023 EDITION.pdf \(up.edu.ph\)](#) and the corresponding forms for security incident or data breach management [UNIVERSITY OF THE PHILIPPINES SYSTEM ADMINISTRATION INCIDENT OR BREACH REPORT FORM.docx \(up.edu.ph\)](#); [PRELIMINARY ASSESSMENT FORM FOR SECURITY INCIDENTS OR PERSONAL DATA BREACHES \(up.edu.ph\)](#); [Mandatory Notification to NPC.pdf \(up.edu.ph\)](#); [Mandatory Personal Data Breach Notification for Data Subjects.docx \(up.edu.ph\)](#) and [SECURITY INCIDENT OR PERSONAL DATA BREACH REPORT \(up.edu.ph\)](#)).

I agree that I will help keep my personal data secure by, double checking that the email account I will be using for communicating with UP has not been compromised by using [Have I Been Pwned](#), using a strong password for such account <https://itdc.up.edu.ph/about/advisories/2023%2012%2004%20REMINDER%20%20Use%20Strong%20Passwords%20for%20UP%20Mail%20Accounts.pdf>, when possible activating two factor authentication for the same, not using public, unsecured networks for submitting my personal data or at least using VPN if I use such unsecured networks and keeping my account credentials confidential.

I have been made aware through this certification and consent form about my rights as a data subject to information, access, the right to object to the processing of my personal data, deletion, to lodge a complaint with the National Privacy Commission for the violation of my data privacy rights provided that I first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of my personal data or the handling of my requests for access, correction, blocking of the processing of my personal data and the like and the right to receive damages for such violations pursuant to a valid order of the proper public authority.

I also recognize that while I have the right to correct my personal data, it is my duty to keep my personal data as well as that of relevant third parties updated, to follow the instructions contained in the relevant UP site regarding the manner by which I can correct or update my or third party personal data within the deadline set for the processing of applications as well as appeals.

I understand and agree that if I wish to withdraw consent for the processing of my application that I must write or send an email to the proper UP Registrar's Office.

I understand and agree that sending an email to the proper Office of the University Registrar is the most convenient means for me to withdraw such consent. I will attach a copy of my UP ID (or a valid government issued ID card) to such letter or email, so that UP will be able to verify my identity. I also understand that such withdrawal of consent will mean that UP will not be able to process my admission and will not affect any other processing which UP has to perform in order to exercise its academic freedom or comply with other legal obligations including the duty to disclose information required by public authorities etc. i.e., [Republic Act No. 11332 | Official Gazette of the Republic of the Philippines](#) or any such other processing allowed by the DPA and other applicable laws.

I am aware that if I should have any data privacy concerns or questions that I may contact the Data Protection Officer of the relevant campus as follows:

Via post **INSERT COMPLETE ADDRESS**  
Through the following landlines  
**INSERT TELEPHONE NO(S)**  
Through email

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF APPLICANT  
Date: \_\_\_\_\_

**CERTIFICATION AND DATA PRIVACY CONSENT FORM FOR PARENTS OR GUARDIANS**  
(for applicants below 18 years of age)

I certify that:

My child/dependent/ward and I read all the information contained in the primer for the list of degree programs that are open for transfer applicants, their specific requirements such as GWA, schedules of interview /exam, etc. posted at ([insert new url for new primer for 2024-2025 for other CUs](#)) PRIMER 2024-2025.pdf (upd.edu.ph) and we understood all the instructions in connection with my child/dependent/ward's application for admission to an undergraduate degree as a transferee from another university or for a second degree being offered by the University of the Philippines.

My child/dependent/ward and I understand and agree that the term University of the Philippines (UP) refers to the relevant University of the Philippines System Administration and Constituent University (CU) offices, or any of its officials or authorized personnel.

All the information supplied in support of my child/dependent/ward's application, which includes any appeals thereon that he or she may be allowed by UP to make are true, complete and accurate.

My child/dependent/ward and I are aware that any information furnished in support of his or her application will be checked against the original documents, and that withholding information or giving false information will disqualify him or her from admission, or will be a basis for dismissal if he or she admitted.

I understand and agree that UP will process the name, photograph signature, sex assigned at birth, address, contact information, the name of the parents of my child/dependent/ward pursuant to contract under 12 b of the Philippine Data Privacy Act (DPA) Republic Act No. 10173 | Official Gazette of the Republic of the Philippines in order to determine whether or not he or she is eligible to enroll for an undergraduate program in UP.

As for his or her sensitive personal information, such as information related to my child/dependent/ward's education (if applying as a transfer student from another university, or applying for a second degree and whether his or her undergraduate degree is from another university or UP, schools attended including senior high school, his or her undergraduate degree, if any; if he or she is currently enrolled in another university, if all the grades for collegiate courses previously enrolled in are attached to his or her application and his or her educational records as well as if he or she is a recipient of free tuition pursuant to RA No. 10931); information about whether s/he has been subject to academic or disciplinary sanction by his or her former school; exact birthdate and age; information about his or her religious affiliation; it is understood that by entering into a contract with UP through the submission of this application for admission I necessarily grant UP consent for the processing of my child/dependent/ward's sensitive personal information as required by the applicable rules and regulations that UP adopted in the exercise of its academic freedom for the purpose of determining whether or not he or she is eligible to enroll in UP and for all other related purposes including:

- (a) verifying his or her identity;
- (b) preventing fraud;
- (c) documenting consent for the processing of his or her personal data for such application; and
- (d) contacting him or her regarding his or her application;

I further certify that my child/dependent/ward and I obtained consent from all third persons, whose personal data are provided in his or her application, to allow UP to process such information as explained in the abovementioned privacy notice and in this certification and consent form, and agree to hold UP free and harmless from all liabilities in connection with the processing of the personal data of such third persons.

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While UP obtains my child/dependent/ward's consent for the processing of his or her sensitive personal information, I understand and agree that UP's processing of his or her personal data in his or her application and any appeal thereon as well as supporting documents that he or she submitted is ultimately based on UP's right to exercise academic freedom under the 1987 Constitution, the UP Charter R.A. 9500, other applicable laws such as the Education Act of 1982 and Philippine jurisprudence. I understand that the case of Garcia vs. Faculty Admissions Committee Loyola School of Theology G.R. No. L-40779 November 28, 1975 68 SCRA 277 (1975) cited in University of the Philippines vs. Arokiaswamy G.R. No. 134625. August 31, 1999 <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/1/36888> states:

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Academic freedom: "is a freedom granted to "institutions of higher learning" which is thus given "a wide sphere of authority certainly extending to the choice of students."

I understand that UP is authorized to process my child/dependent/ward's personal data for other lawful purposes as provided under the DPA and other applicable laws including research, processing for the purpose of exercising its right and responsibility of academic freedom, compliance with legal obligations and issuances of public authorities which may include disclosure of my child/dependent/ward's personal data to such public authorities (such as the UNIFAST for reimbursement of the application processing fee), for the purpose of establishing or defending legal claims and defenses, etc. and that therefore UP will continue to securely store my personal data for as long as necessary in order to fulfill such other legitimate purposes as allowed by the DPA and other applicable laws.

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The conduct of research where the end results will be anonymized and will only disclose the general demographic of the research subjects does not require the consent of the data subject.

I have also been informed that in the event research to be done will require the use of personal data, UP will comply with all applicable laws, rules and regulations as well as the ethical guidelines issued by the Philippine Health Research Ethics Board pursuant to the Philippine National Health Research System Act and if so required, UP will obtain my informed consent and the assent of my child/dependent/ward pursuant to such ethical guidelines for the processing of my child/dependent/ward's personal data for such research.

I am aware that the processing of personal data of my child/dependent/ward's for his or her application and any appeal thereon carries risks that may involve the confidentiality, integrity and availability of personal data or the risk that processing will violate the privacy principles and rights of data subjects. I understand that UP has put in place reasonable physical (e.g. access control measures such as locks, security personnel etc) organizational (e.g. only authorised personnel who have signed the required non disclosure undertaking and need such personal data to perform their functions are allowed to process such personal data, privacy impact assessments etc.) and technical measures (use of CDN, encryption, multifactor authentication, the conduct of vulnerability and penetration testing and other similar measures for its sites and portals) to prevent or mitigate such risks as stated in the abovementioned privacy notice. I understand that such measures do not guarantee absolute protection against such risks as when systems are subject to targeted cyberattacks, malware, ransomware, computer viruses, etc. However, UP has also adopted measures in order to deal with security incidents or personal data breaches in compliance with the PDPA and NPC issuances (Part 7 Security Incident or Breach Response Procedures of the UP System Data Privacy Manual approved by the Board of Regents [CERTIFIED TRUE COPY DATA PRIVACY MANUAL 2023 EDITION.pdf](#) (up.edu.ph) and the corresponding forms for security incident or data breach management [UNIVERSITY OF THE PHILIPPINES SYSTEM ADMINISTRATION INCIDENT OR BREACH REPORT FORM.docx](#) (up.edu.ph); [PRELIMINARY ASSESSMENT FORM FOR SECURITY INCIDENTS OR PERSONAL DATA BREACHES](#) (up.edu.ph); [Mandatory Notification to NPC.pdf](#) (up.edu.ph); [Mandatory Personal Data Breach Notification for Data Subjects.docx](#) (up.edu.ph) and [SECURITY INCIDENT OR PERSONAL DATA BREACH REPORT](#) (up.edu.ph)).

I agree that I will help keep my child/dependent/ward's personal data secure by, double checking that the email account he or she will be using for communicating with UP has not been compromised by using [Have I Been Pwned](#), using a strong password for such account <https://itdc.up.edu.ph/about/advisories/2023%2012%2004%20REMINDER%20-%20Use%20Strong%20Passwords%20for%20UP%20Mail%20Accounts.pdf>, when possible activating two factor authentication for the same, not using public, unsecured networks for submitting his or her personal data or at least using VPN he or she uses such unsecured networks and keeping his or her account credentials confidential.

I have been made aware through this certification and consent form about my child/dependent/ward's rights as a data subject to information, access, the right to object to the processing of his or her personal data, deletion, to lodge a complaint with the National Privacy Commission for the violation of my data privacy rights provided that my child/dependent/ward and I first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper Data Protection Officer (DPO) through the email address indicated below regarding the processing of my child/dependent/ward's personal data or the handling of my requests for access, correction, blocking of the processing of my child/dependent/ward's personal data and the like and the right to receive damages for such violations pursuant to a valid order of the proper public authority.

I also recognize that while my child/dependent/ward has the right to correct his or her personal data, it is his or her duty to keep his or her personal data as well as that of relevant third parties updated, to follow the instructions contained in the relevant UP site regarding the manner by which s/he can correct or update his or her or third party personal data within the deadline set for the processing of applications as well as appeals.

I understand and agree that if I wish to withdraw consent for the processing of my child/dependent/ward's application that I must write or send an email to the proper UP Registrar's Office.

I understand and agree that sending an email to the proper Office of the University Registrar is the most convenient means for me to withdraw such consent. I will attach a copy of my valid government issued ID card and that of my child/dependent/ward to such letter or email, so that UP will be able to verify our identities. I also understand that such withdrawal of consent will mean that UP will not be able to process my child/dependent/ward's application and will not affect any other processing which UP has to perform in order to exercise its academic freedom or comply with other legal obligations including the duty to disclose information required by public authorities etc i.e. [Republic Act No. 11332 | Official Gazette of the Republic of the Philippines](#) or any such other processing allowed by the DPA and other applicable laws.

I am aware that if I should have any data privacy concerns or questions that I may contact the Data Protection Officer of the relevant campus as follows:

Via post **INSERT COMPLETE ADDRESS**

Through the following landlines

**INSERT TELEPHONE NO(S)**

Through email

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF  
APPLICANT'S PARENT OR GUARDIAN

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