



Affordable Private Education Center, Inc (APEC) is committed to the security and protection of your personal information. As such, we operate our schools in compliance with applicable laws and regulations on data protection and data security. In doing so, we will ensure compliance by our staff with the strictest standards of security and confidentiality.

## **APEC Privacy Notice**

### *Personal Information*

All information relating to an identified or identifiable individual (natural person) including name, contact, details, address, email address, gender, age, date of birth, educational history, family members, and any information which is collected, recorded, held or stored by APEC Schools Inc.

### *Purpose and Use*

APEC Schools Inc. shall only collect your personal data (such as, names, addresses, telephone numbers, or e-mail addresses) in connection with the operation of our website and only when you have voluntarily provided such data to us (e.g. registration, contact inquiries, etc.). We are entitled to process or use such data by virtue of permission granted by you or on the basis of a statutory provision.

In general, we use such data only for the purpose for which you divulged the data to us, such as but not limited to:

- for the purpose of registration/admission or enrolment with APEC Schools Inc. in any of its school branches/sites;
- to enable APEC Schools Inc to carry out or perform any services or functions for the purposes of responding to your inquiry; and
- for APEC Schools, Inc. to communicate with you or contact you for all purposes set out above.

In addition to the foregoing, the data collected from you may be used or processed in any of the following instances:

- it is necessary for compliance with legal regulations on the part of APEC Schools Inc. or mandated by governmental or judicial authorities;
- it is necessary to protect your vitally important interests, including life and health;
- it is necessary to respond to national emergency, to comply with the requirements of public order and safety, or

We may also collect, use, disclose or process information contained in employment applications or other employment-related forms/documents submitted to us for administrative and management purposes, including but not limited to: recruitment, assessment of the candidate's suitability, appraisal, performance, promotion, training, career development, remuneration, health and safety, discipline, and/or review of human resource policies. Personal data or any other information contained in employment applications shall be processed exclusively for legitimate purposes as specified above. Under no circumstances shall personal data or information be processed in a way that is incompatible with the purposes for which said data or information was originally collected.

### *Disclosure of Personal Data*

Your personal data possessed by APEC Schools, Inc. shall be kept confidential. However, it may be necessary for APEC to disclose and transfer your personal data to third party companies, entities, or service providers engaged by APEC Schools Inc. to perform certain services on behalf of APEC Schools, Inc., including the following:

- Insurance providers;
- External Consultants and other Professional Advisors, such as auditors and legal firms;



- Contractors or Sub-Contractors; and
- Such other service provider that may be appointed by APEC Schools, Inc.

#### *Protection Measures*

APEC Schools Inc., shall exercise reasonable and appropriate administrative and security measures and procedures to prevent unauthorized or unlawful processing, loss of or damage to, your personal data.

APEC Schools, Inc. shall implement reasonable and appropriate organizational, physical, and technical measures intended for the protection of personal information or data against any accidental or unlawful destruction, alteration and disclosure. The employees, contractors, sub-contractors or representatives of APEC Schools, Inc. who are involved in the processing of personal information or data shall operate and hold personal information or data under strict confidentiality if the personal information or data especially if it is not intended for public disclosure.

Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we employ commercially reasonable security measures to protect data and seek to partner with companies which do the same, we cannot guarantee the security of any information transmitted to or from the website, and are not responsible for the actions of any third parties that may receive any such information.

#### *Website Analytics*

APEC Schools, Inc, uses a third-party service to analyze the web traffic data for us. Our registration site use session cookies but will be deleted once user closes the session. Our main website does not collect any personal information. Only non-personal data are analyzed, such as:

- type of Internet browser
- operating system used,
- domain name of the website from which you came,
- number of visits
- average time spent on the site
- pages viewed

#### *Amendment to the Privacy Policy*

APEC Schools, Inc. reserves the right, in our sole discretion, to modify this Policy at any time, so please review it frequently. The most updated version of the Policy shall apply and supersede all previous versions of the Policy.

#### *Questions and Comments*

APEC Schools, Inc. will respond to reasonable requests to review your personal data collected by us and to correct, amend or delete any inaccuracies. If you have any questions or comments about the APEC Schools Data Privacy Policy, please send us an email at [apec.dataprivacy@apeschools.edu.ph](mailto:apec.dataprivacy@apeschools.edu.ph).