ANNEX D

TO THE BISCAST WEBSITE AND DIGITAL SERVICES POLICY | POLICY NO. 2026-ICT-001
ADOPTED: ADCO RES. 14, S. 2026 | APPROVED BY THE BOARD OF TRUSTEES: BOT RES. 88, S. 2026

INSTITUTIONAL DATA PRIVACY AND DISCLOSURE CONSENT FORMS

Standard consent statements and data subject rights notice under RA 10173

D.1 DATA PRIVACY NOTICE

The Bicol State College of Applied Sciences and Technology (BISCAST) processes personal data collected through the official website and its sub-portals in accordance with Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission.

D.2 STANDARD CONSENT STATEMENTS USED ON THE WEBSITE

Graduate Tracer Registration and Survey Participation:

"I agree to the BISCAST Data Privacy Notice in compliance with RA 10173. I understand that my personal information, educational background, and employment data collected through the Graduate Tracer System shall be processed solely for tracer studies, employment analytics, and official alumni correspondence, and shall be kept secure and confidential."

Alumni and Portal Self-Registration:

"By registering, I authorize the Office of Alumni Affairs to verify my identity against the institutional masterlist and to communicate with me at the e-mail address I provided for tracer invitations and official alumni updates."

Employer and Partner Feedback (External Evaluators):

"I consent to the processing of my professional details (name, position, company and e-mail address) solely for the purpose of validating and recording my evaluation of a BISCAST graduate."

D.3 DISCLOSURE RULES ON PUBLIC PAGES

Directory information (name, program, batch, broad employment sector, and employer category) may be published in aggregate dashboard form. Home addresses, personal mobile numbers, specific salaries, grades, and health information shall never be publicly disclosed without the separate, written consent of the data subject and the approval of the College President or the management committee.

D.4 DATA SUBJECT RIGHTS AND CONTACT

Data subjects may exercise the rights to be informed, to object, to access, to rectify, to erase or block, and to lodge a complaint with the National Privacy Commission. Requests are received by the Data Protection Officer through the Office of the President, Penafrancia Avenue, Naga City, or through the official institutional e-mail. The Data Protection Officer adopts the FOI Manual and this Policy as the operational privacy framework for web-published content.