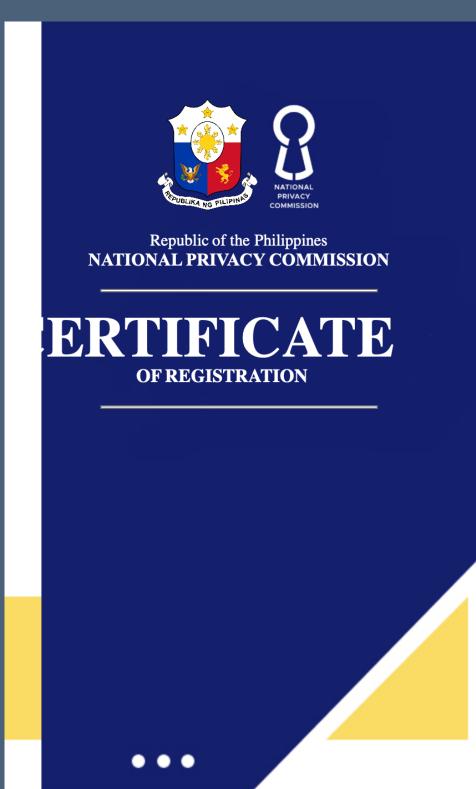


# Information Security and Data Privacy Protection

GASTPE Orientation Conference







**NPC Registration No.** 

PIC-006-646-2024

This is to certify that
Private Education
Assistance
Committee

• • •

th business address at 25th Floor, Philippine Axe
Life Centre, Sen. Gil Puyat Ave. cor. Tindalo St.,
MAKATI CITY, METRO MANILA

has duly complied with the registration requirements of the Data Privacy Act of 2012, its Implementing Rules and Regulations, and all related issuances. This certificate was issued under the seal of the Commission and serves only as proof of registration and not a verification of the contents of any document submitted in relation thereto.

The information on this certificate has been made part

the records of the Commission.

Effective until 11 September 2025

ATTY. JOHN HENRY DU NAGA
Privacy Commissioner and Chairman

# 2024 Certification Assessment Instrument and Data Privacy Protection

### SCHOOL YEAR 2024 ESC (RE-)CERTIFICATION ASSESSMENT INSTRUMENT

### E. Academic Support and Student Development Services

### II. Registrar's Office

| 1. Established policies and procedures for safekeeping, retrieval, retention and | 1 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
| disposal of learners' records according to the Data Privacy Act*                 | _ | 3 | 2 | 1 |   |

### V. Guidance and Counseling

| 6. A system for maintaining confidentiality of learners' personal data and | 1 | 2 | 2 | 1 | 0 |
|--|---|---|---|---|---|
| information*   | 4 | 3 | 2 | 1 |   |

### VIII. Student Discipline

| 3. Disciplinary records that are complete, kept secure and confidential according | 1 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|
| to Data Privacy Act*  | 4 | 3 | 2 | 1 |   |

### SCHOOL YEAR 2024 ESC (RE-) CERTIFICATION ASSESSMENT INSTRUMENT

### G. Administration and Governance

| 7. Established policies, processes and procedures that ensure:  |   |   |   |   |   |
|---|---|---|---|---|---|
| - smooth transfer of responsibilities, properties and documents during changes in management*                                     | 4 | 3 | 2 | 1 | 0 |
| - confidentiality, security, accessibility and retrievability of school data, records and documents according to Data Privacy Act | 4 | 3 | 2 | 1 | 0 |
| - stewardship through wise and proper use of human and material resources   | 4 | 3 | 2 | 1 | 0 |

### Appraisal of Blended/Distance Learning (ABDL)

DOMAIN 4: Technology Selection, Access and Support

| 2 | 5. | Compliance with data privacy and              | 4 | 3 | 2 | 1 | 0 |
|---|----|---|---|---|---|---|---|
|   |    | confidentiality regulations and protection of |   |   |   |   |   |
|   |    | learners from erroneous, offensive or harmful |   |   |   |   |   |
|   |    | content                                       |   |   |   |   |   |

# Registrar's Office

- Prevent unauthorized access, loss, or damage of learner records.
- Ensure records are retrieved only by those with legitimate purpose and authority.
- Keep records only for as long as necessary, based on legal and academic requirements.
- Dispose of records securely to prevent leakage of personal data.
- Document Policies and SOPs
- Conduct Regular Training and Monitoring

# Guidance and Counseling

- Establish a Confidentiality Protocol and Privacy Policy
- Control Access to Records (Both Physical and Digital)
- Train Guidance Personnel on Data Privacy and Ethics
- Secure Consent and Manage Disclosures Properly
- Establish Proper Retention and Disposal Procedures
- Create a Safe Culture for Confidential Conversations

# Student Discipline

- Ensure records reflect the full and fair story of incidents.
- Prevent unauthorized access, leaks, or inappropriate disclosure.
- Retain disciplinary records only as long as necessary and dispose of properly.
- Redact names when using sample cases for training.
- Be cautious when posting class-wide sanctions or violations (e.g., avoid shaming or disclosing identities).
- Do not store disciplinary records together with academic grades in the same file or system if possible.
- Train all staff involved in discipline on privacy principles and confidentiality.

# Administration and Governance

- Remember: Privacy is a governance issue, not just an IT task.
- Set the tone from the top school heads must model compliance.
- Periodically review compliance, especially when you onboard new systems, platforms, or third-party providers.

# GASTPE Systems Point Persons

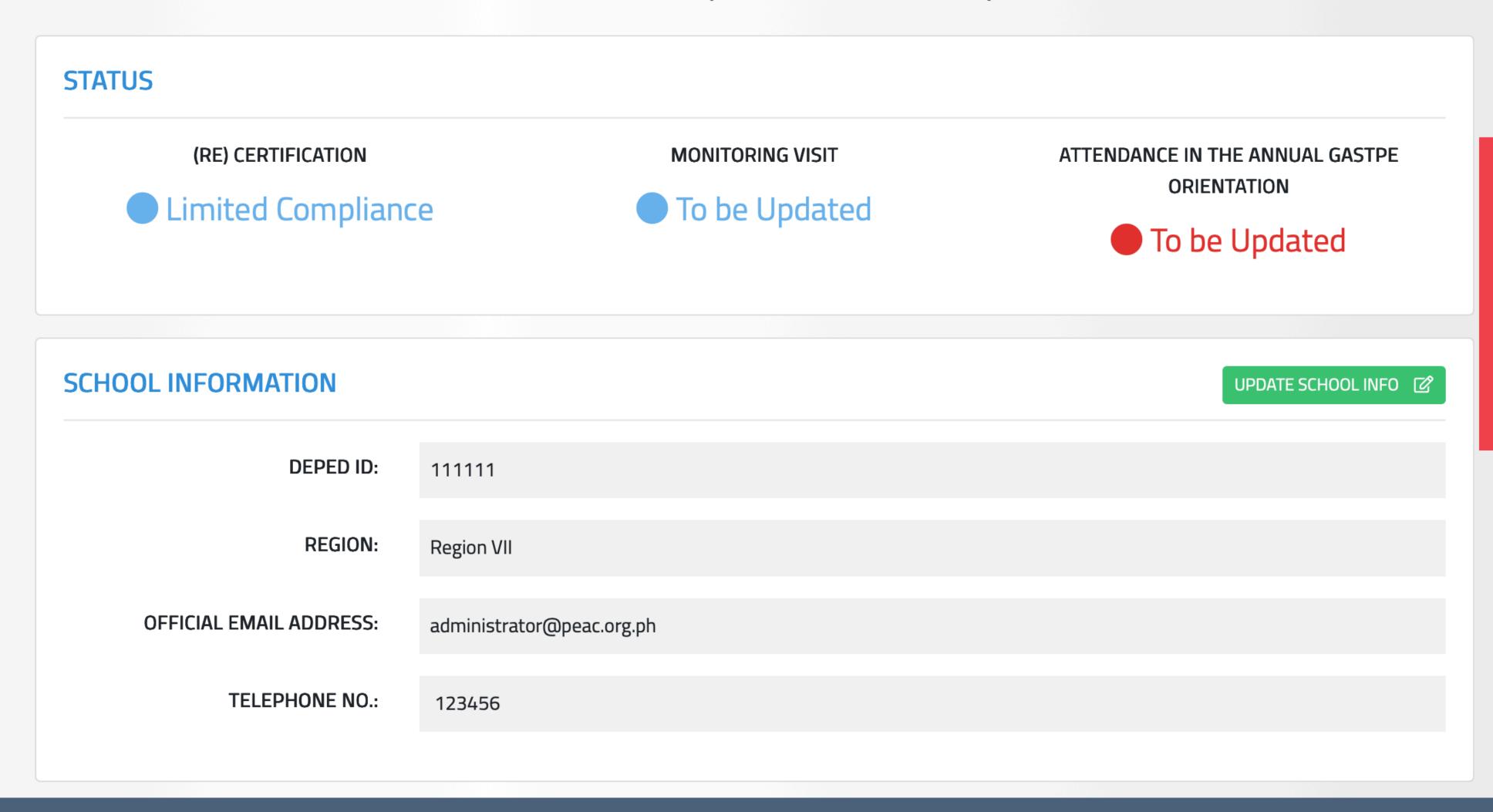
- Protect access credentials.
- Only gather data that is necessary for the purpose of billing.
- Encode and verify billing data using secure means.
- Store documents securely.
- Do not share billing-related data with unauthorized parties
- Retain billing records only as long as necessary to comply with program guidelines.

# PEAC Enterprise Information System



# **PEAC Test School ESC ID:** 1111111 User Security Account Profile Management & Login

### Welcome to PEAC Enterprise Information System (EIS)





Account Profile





User Management

**OFFICIAL EMAIL ADDRESS:** 

administrator@peac.org.ph

**TELEPHONE NO.:** 

123456

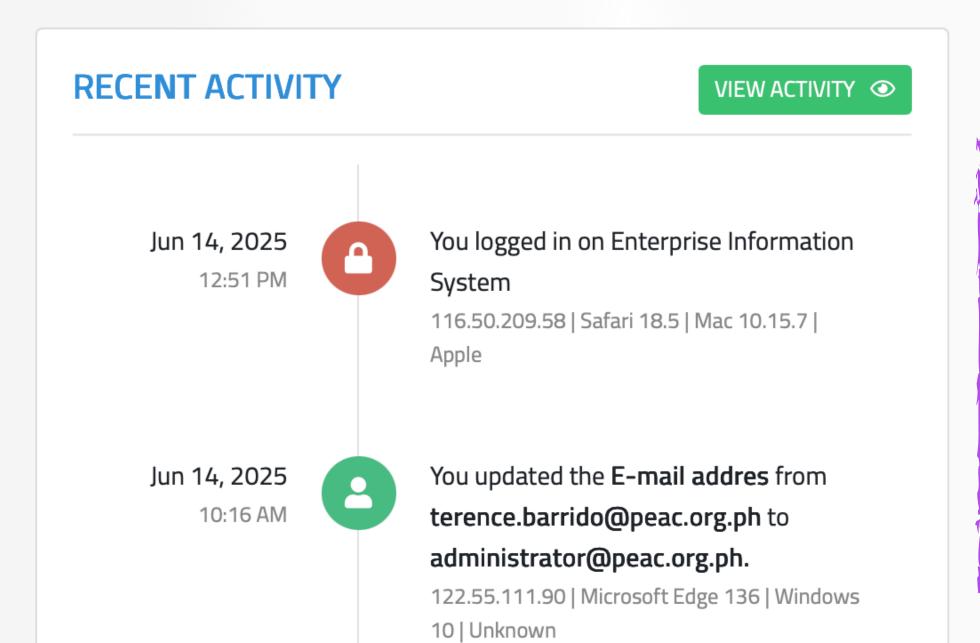
### QUICKLINKS

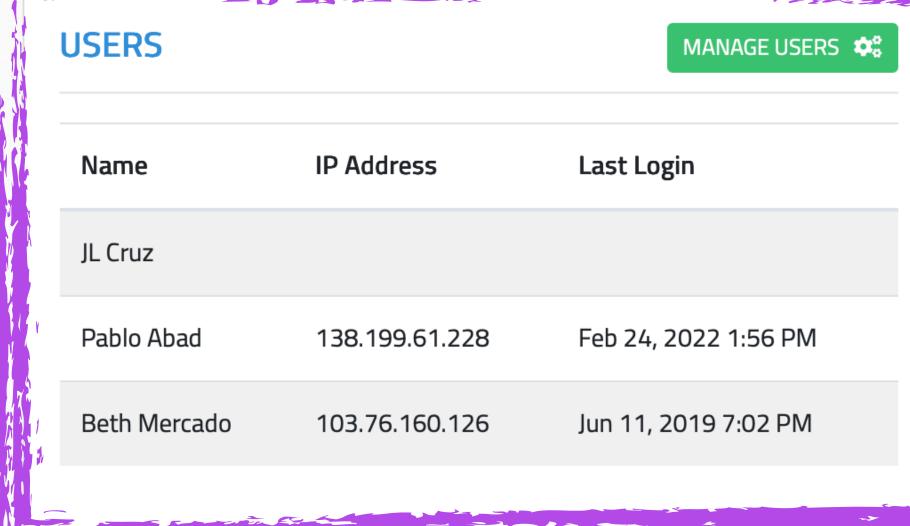
**Certification System** 



ESC Information
Management System









#### **USER MANAGEMENT** Add New User 🛨 LIST OF USERS SEARCH: SHOW 10 **♦ ENTRIES** ↑↓ Last Login Email Mobile No. **IP Address User Account Status** Name 2 Pablo Abad staff1@peac.org.ph 9353333333 138.199.61.228 2022-02-24 13:56:27 Active Manage JL Cruz staff2@school.edu.ph Active 9634244444 Manage Beth Mercado staff3@school.edu.ph 103.76.160.126 935222222 2019-06-11 19:02:13 Active 3 Previous Next Showing 1 to 3 of 3 entries



### ACCOUNT SETTINGS | PABLO ABAD

Suspend Account







#### **USER MANAGEMENT**

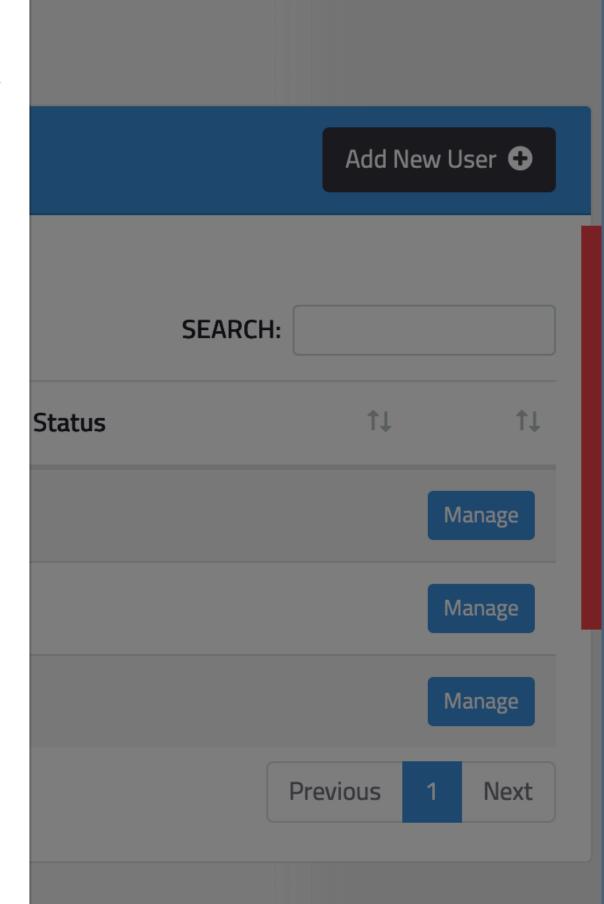
### LIST OF USERS

SHOW 10 **♦** ENTRIES

Showing 1 to 3 of 3 entries

| # | ŢŢ | Name         | ţţ | Email   |
|---|----|--------------|----|---------|
| 2 |    | Pablo Abad   |    | staff1@ |
| 1 |    | JL Cruz      |    | staff2@ |
| 3 |    | Beth Mercado |    | staff3@ |

**Activity Log User Information** Roles First Name Pablo Last Name Abad Designation **IT Officer Email Address** staff1@peac.org.ph Telephone No. 028 1234567 Mobile No. 9353333333 Password **Reset Password** 



Close

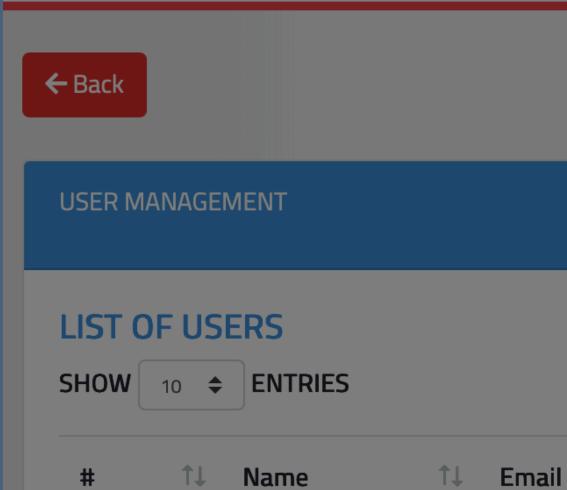
Save Changes



#### **ADD NEW USER**







Pablo Abad

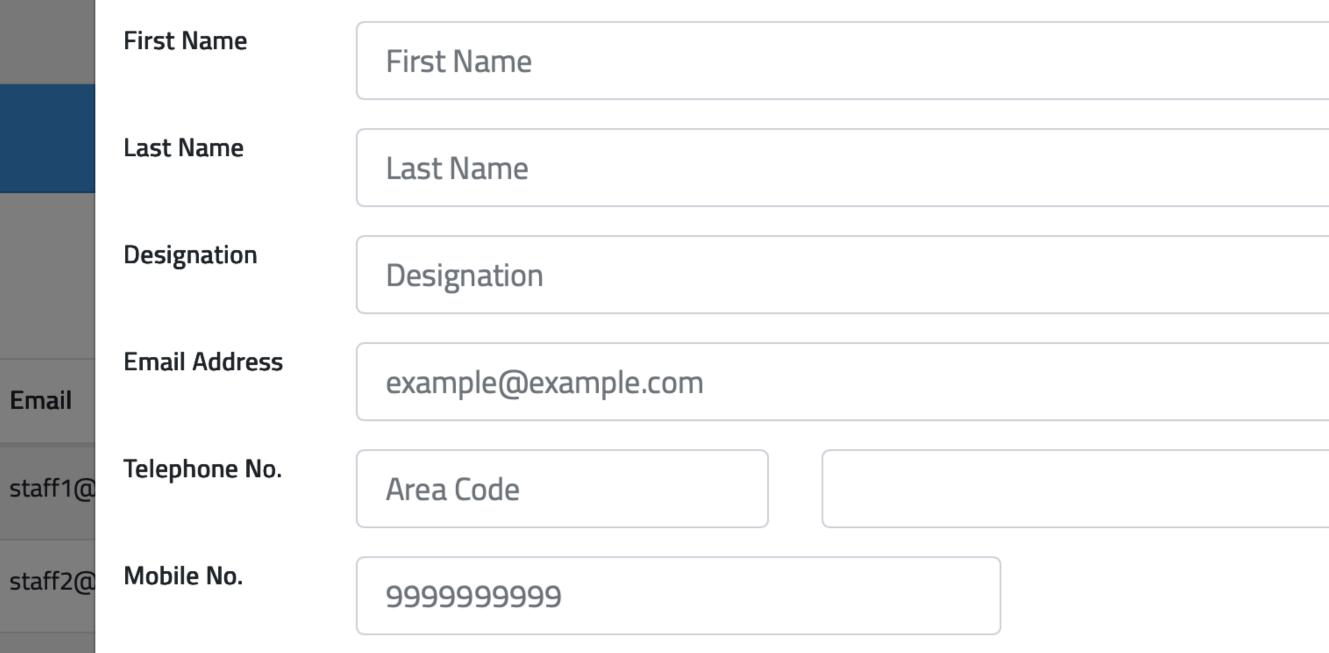
Beth Mercado

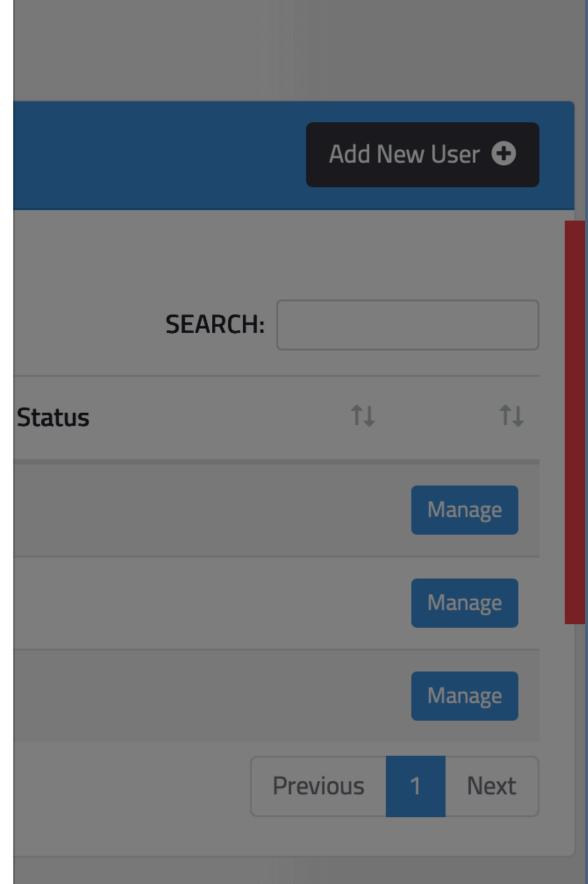
staff3@

Roles

Password

JL Cruz





Showing 1 to 3 of 3 entries

Password

**Certification System** 

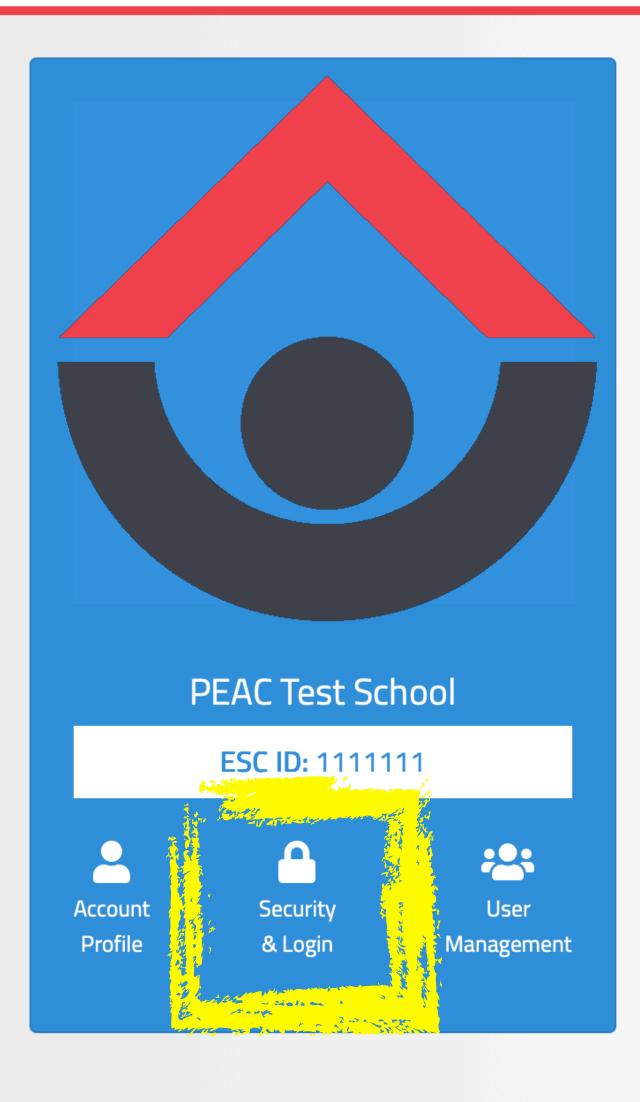
ESC Information Management System

Automatically generate a password

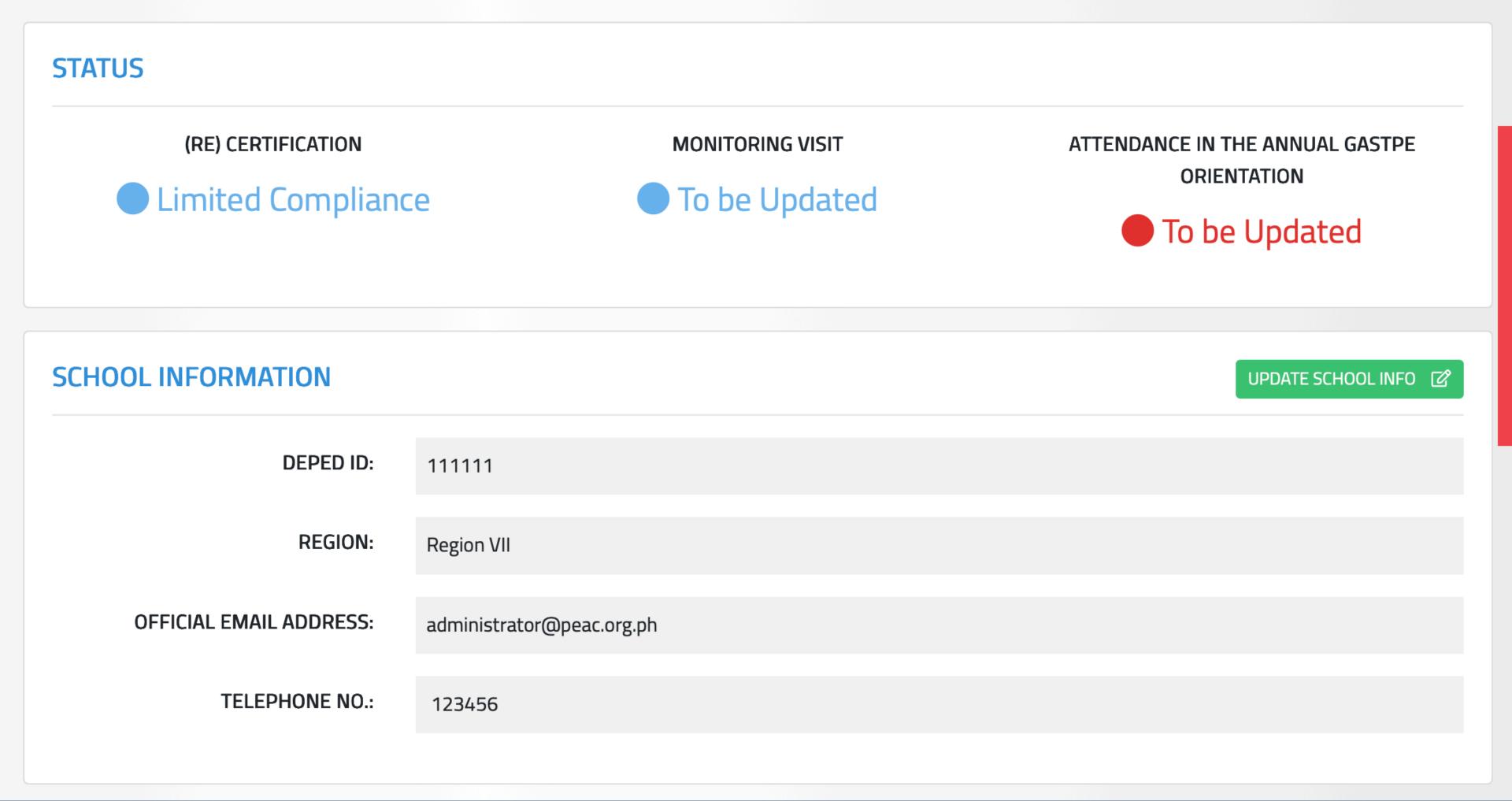
Add This User







### Welcome to PEAC Enterprise Information System (EIS)









### Change Password

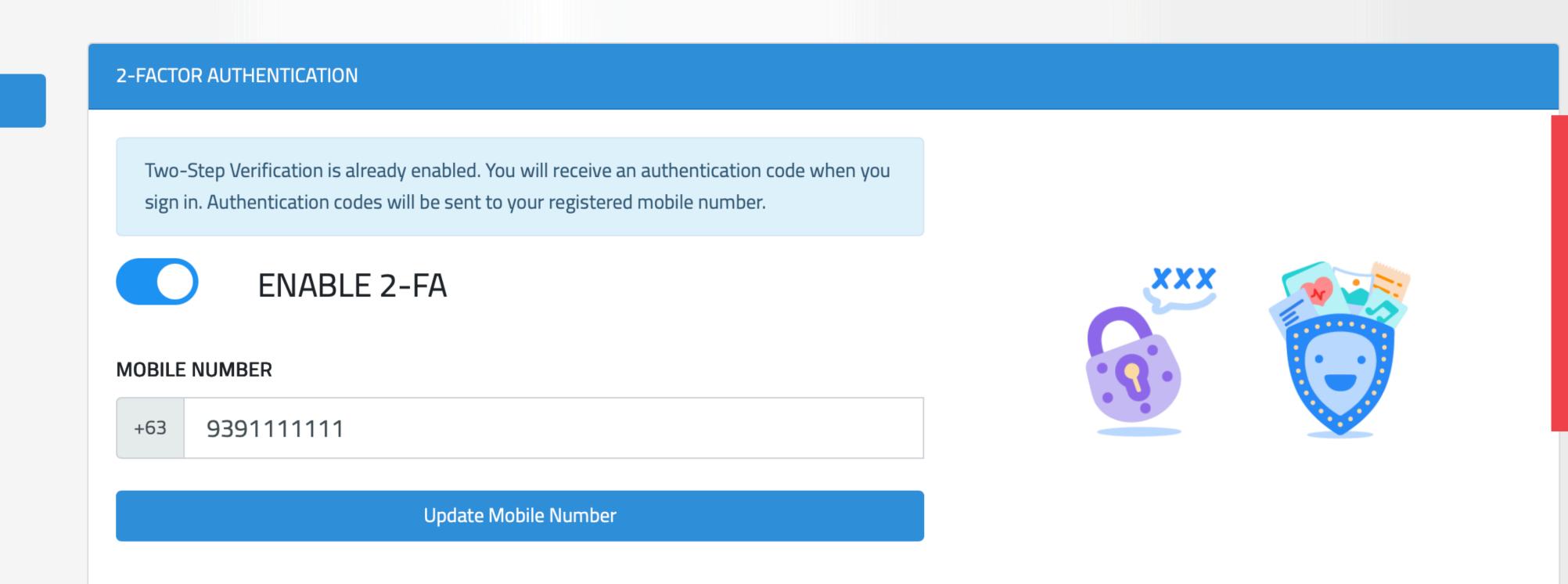
2-Factor Authentication

| CHANGE PASSWORD  |  |
|------------------|--|
| OLD PASSWORD     | Old Password                                   |
| NEW PASSWORD     | New Password                                   |
|                  | Password must meet the following requirements: |
|                  | At least one letter                            |
|                  | At least one capital letter                    |
|                  | At least one number                            |
|                  | Be at least 12 characters                      |
| CONFIRM PASSWORD | Confirm Password                               |
|                  | Update Password                                |



Change Password

2-Factor Authentication



# Additional Reminders

Secure access to PEAC's information systems (data processing systems)

- Enable Two-Factor Authentication
- Use secure passwords (we recommend using at least 12 characters, alpha numeric + special characters)
- Change passwords at least once a year (we recommend changing your passwords every three months)
- Do not use public terminals when accessing the EIS, CS, IMS, VMS
- Refrain from using public Wifi
- Logout of your account properly
- Install antivirus software and keep it up to date
- Keep your operating system and applications updated
- Do not click on suspicious links or download unknown attachments

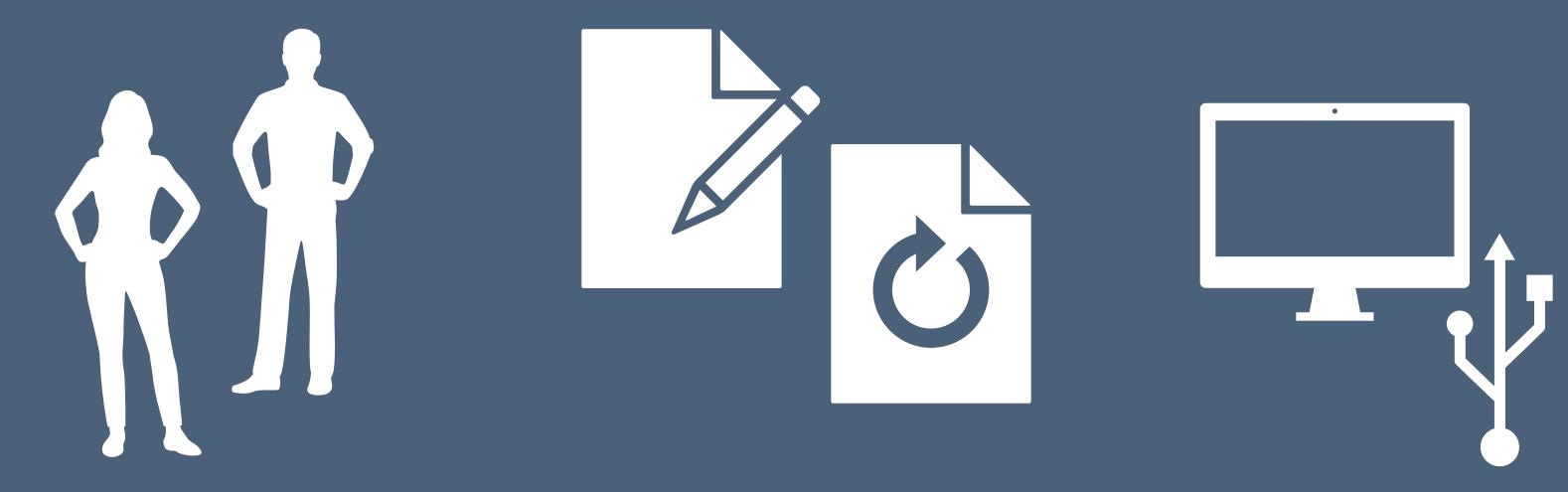
## Relevant Issuances of the NPC

 NPC Advisory No. 2024-04 - Guidelines on the Application of Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and the Issuances of the Commission to Artificial Intelligence Systems Processing Personal Data

 NPC Advisory No. 2024-03 - Guidelines on Child-Oriented Transparency

## Relevant Issuances of the NPC

- NPC Circular No. 2024-02 Closed-Circuit Television (CCTV)
   Systems
- NPC Circular No. 2023-03 Guidelines on Identification Cards



Information security and data privacy protection is everyone's business.