



PRIVACY NOTICE



Dear Bicol University Employee Administrators,

Bicol University is committed to ensuring the privacy, confidentiality, and integrity of all personal data processed within the University's Human Resource and administrative systems. As administrators entrusted with elevated system access and sensitive employee information, you play a crucial role in safeguarding data in compliance with the Data Privacy Act of 2012 and University policies. Please take time to read this Privacy Notice explaining how your personal information is collected and how your access and activities within the system are monitored and processed.



WHAT WE COLLECT.

When you are granted administrative or elevated access privileges within University systems (such as HRIS, payroll systems, or records management systems), we collect information necessary for account creation and identity verification. This includes your name, employee number, assigned office, user role, and official email address. In addition, the system automatically collects logs of your activities—including login timestamps, actions performed, data viewed or modified, and changes made within the system. These logs may include IP addresses, device information, and other metadata associated with your system use.



WHY WE COLLECT THEM.



These data are collected primarily to ensure secure and accountable system administration. They enable the University to authenticate authorized users, monitor system usage, track changes made to employee records, investigate security incidents, and ensure compliance with University policies and government regulations. Activity logs also support the maintenance, auditing, and improvement of system performance and help protect the privacy and rights of all employees whose data you can access.





HOW WE USE, STORE, AND RETAIN THEM.



Your administrator credentials and activity logs are stored securely within the University's servers and protected through strict administrative, physical, and technical safeguards. Access to these logs is limited to authorized personnel such as system auditors, HRMDO heads, and designated IT staff. Logs and related administrator data are retained in accordance with mandated government retention schedules and internal data governance policies. These records are securely archived or disposed of after the applicable retention periods. We do not share or transfer your data or activity logs to any external party unless required or permitted by law.

HOW YOU MAY EXERCISE YOUR RIGHTS.



As a data subject under the Data Privacy Act of 2012, you have the right to access, correct, or request updates to your personal information, as well as the right to be informed of how your administrator activity logs are processed. Should you have questions, concerns, or requests related to your data or your role as an administrator, you may contact our Data Protection Office through the following:

► THE DATA PROTECTION OFFICER

BICOL UNIVERSITY

Email: dpo@bicol-u.edu.ph

