



# PRIVACY NOTICE



Dear Job Applicants,

Thank you for your interest in pursuing employment opportunities at Bicol University. We value your right to privacy as much as we strive to uphold a fair, transparent, and efficient recruitment process. Please take a moment to read this Privacy Notice, which explains how we collect, use, and protect the information you submit or that we generate about you during your application for employment.



# WHAT WE COLLECT.

We collect basic personal information from you when you submit your application documents, including your Personal Data Sheet (PDS), and other required forms. These may contain your name, address, contact details, educational background, employment history, eligibility, government-issued identification numbers, and supporting documents such as certificates, licenses, and transcripts of records. During the assessment process, we may also generate additional information such as examination results, interview notes, and feedback from background verification conducted with your consent.



# WHY WE COLLECT THEM.



We collect these data primarily to evaluate your qualifications and determine your suitability for the position you are applying for. The information also enables us to verify the authenticity of your documents, comply with legal and regulatory requirements of government agencies, maintain records necessary for recruitment and appointment, and generate statistics that help improve our hiring processes and workforce planning.





# HOW WE USE, STORE, AND RETAIN THEM.



Your personal data are stored securely within the University and are accessible only to authorized HRMDO personnel and designated members of the selection committee. All information you provide is handled with strict confidentiality and protected through appropriate administrative, physical, and technical safeguards. Records of applicants who are not hired are retained only for the period prescribed by government retention schedules and are disposed of securely thereafter. We do not transfer or share your personal data with external parties unless required or permitted by law.



# HOW YOU MAY EXERCISE YOUR RIGHTS.

You have rights under the Data Privacy Act of 2012 regarding the personal data you have provided. Should you wish to access, correct, or request deletion of your information, or if you have any questions or concerns regarding our data processing activities, you may contact our Data Protection Office through the following:



## THE DATA PROTECTION OFFICER

BICOL UNIVERSITY

Email: [dpo@bicol-u.edu.ph](mailto:dpo@bicol-u.edu.ph)

