



III. FAMILY BACKGROUND					
Father's Full Name:			Mother's Full Name:		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
Home Address: <input type="checkbox"/> Same as Applicant's present address			Home Address: <input type="checkbox"/> Same as Applicant's present address		
Email Address:		Contact No.:	Email Address:		Contact No.:
Occupation			Occupation		
Business Address:			Business Address:		
Marital Status:		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Others: _____		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Others: _____	
Miriam (Maryknoll) College Alumnus			Miriam (Maryknoll) College Alumna		
Grade School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No	Grade School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No
High School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No	High School	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No
College	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No	College	<input type="checkbox"/> Yes, SY: _____	<input type="checkbox"/> No
IV. OTHER INFORMATION					
Authorized Guardian's Name (if applicable):			Relationship to the Student:		
Home Address:			Contact No.:		
Do you have any medical condition? <input type="checkbox"/> Yes; specify: _____ <input type="checkbox"/> No					
Do you have any mental health related concern? <input type="checkbox"/> Yes; specify: _____ <input type="checkbox"/> No					
How did you learn about Miriam College? (select all that apply)					
<input type="checkbox"/> Miriam College Website		<input type="checkbox"/> Banner/Billboard/Tarpaulin		<input type="checkbox"/> Recruitment Activity/Fair/Talk	
<input type="checkbox"/> Miriam College Facebook page		<input type="checkbox"/> Poster/Brochure/Flyer		<input type="checkbox"/> Open House	
<input type="checkbox"/> Miriam College Instagram page		<input type="checkbox"/> Referral from: _____		<input type="checkbox"/> Others (specify): _____	
Other schools applied to (if any): _____					

<input type="checkbox"/>	I hereby certify that all information in this application is complete, true, and correct.
<input type="checkbox"/>	I willingly give my consent to use the information gathered and documents submitted for Miriam College Alviera application purposes.
<input type="checkbox"/>	I hereby acknowledge that I have read and understood the terms as provided in the Miriam College Data Privacy Statement for Students and Parents/Guardians. Furthermore, I agree and give my full consent in the implementation of the said policy.
Signature over Printed Name of Applicant (or of the Parent/Guardian if the applicant is a minor) Relationship to the Applicant: _____	Date



MIRIAM COLLEGE DATA PRIVACY STATEMENT

Miriam College (MC) recognizes its duty to secure personal information it handles and to hold information which it reasonably needs to effectively discharge its function as an educational institution.

It is the policy of the School to keep certain information including written records, photographic and video images via CCTV, recordings from body-worn cameras or other similar recording devices, voice recording devices, digital material and biometric records about its employees, students and other stakeholders.

By enrolling at MC, you expressly acknowledge that you have read, understand and agree to all the terms of this Privacy Statement as outlined below and as may be modified from time to time as required by law or the National Privacy Commission (“NPC”) without prior notice to you.

A. Information We Collect or Generate

MC as an educational institution may collect various personal data from applicants, students, parents or any authorized representatives during application for admission and enrollment. We also request documents from the previous school of the applicant, if applicable. The information and documents that we collect/generate include the following:

For student application and enrollment

- a. Personal Data Form with personal information, educational background, and details regarding family, academic background, activities (co-curricular and extra-curricular), attendance, disciplinary record and information for non-Filipinos
- b. Recommendation forms with applicant’s qualities and performance
- c. Student’s health record on common illnesses, past disease, family disease, drug preparation given to student in case of certain illness, and immunization record
- d. Legal documents such as:
 - i. original NSO birth certificate
 - ii. report card
 - iii. transcript of records
 - iv. copies of Philippine passport and certificate of recognition as a Filipino issued by the Bureau of Immigration or from the Philippine consulate of the country of birth (for applicants with dual citizenship)
 - v. special study permit and alien certificate of registration (for foreign students)
- e. Additional documents as applicable:
 - vi. Assessment and Therapy History Form

B. How We Use the Information

MC uses the information to deliver and provide our students with the best educational services to include counseling, health, information technology, library, sports and recreation, transportation, parking, safety and security. We may combine your information with other information that we have about your child that is publicly available and/or that we may have obtained from third parties. Among others, we may use the student’s information to:

- Evaluate your child’s application for admission or enrollment
- Determine and record your child’s academic performance, to include conduct and behavior, co-curricular and extra-curricular progress
- Establish and maintain student information systems
- Investigate disciplinary incidents to implement measures for reform
- Maintain directories and alumni records
- Generate reports for statistical and research purposes
- Ensure protective safeguards of College facilities and grounds
- Communicate with the parent or the student
- Share marketing and promotional materials regarding school-related functions and projects
- Comply with academic, administrative, historical and statistical requirements, including government regulations

The consent of the data subject or the parents as legal representatives shall be obtained when necessary for the use or processing of personal data.



C. Disclosing the Information

MC shares the student's information as permitted or required by law and in line with our objectives as an educational institution. In the area of social media, disclosure of personal and/or academic-related information will be upon explicit consent of the student or parent/guardian.

Congruent with our objectives as an educational institution, disclosure of information may fall under the following categories:

a. Mandated by law, regulatory agencies, courts, etc.:

- Reportorial requirements to government agencies; *e.g. Department of Education, Commission on Higher Education, NPC and other regulatory government agencies*
- Sharing information for accreditation; *e.g. Philippine Accrediting Association of Schools, Colleges and Universities*
- Compliance with court orders, subpoenas, etc.

b. Legitimate interest of the school and/or third parties to whom data is disclosed

- Posting of class lists and class schedules in bulletin boards
- Sharing of information to parents, guardians or next-of-kin, as required by law or as may be determined in the best interests of the student and that of the school community
- Providing academic institutions, companies, government agencies, or the like, upon their request with scholastic ranking information or certification of good moral character for purposes of admission and student programs
- Sharing of information to potential donors and benefactors for purposes of grants and other forms of assistance
- Sharing information for accreditation; *e.g. Philippine Accrediting Association of Schools, Colleges and Universities*
- Responding to queries whether or not the person is a bona fide student or graduate of MC
- Conducting research or surveys for purposes of institutional development
- Sharing the student's directory information to MC's alumni association
- Sharing the student's academic accomplishments and co-curricular or extra-curricular achievements with other schools and third parties through photos, videos, brochures, website posting, and other media
- Disclosing information to parents/legal guardian regarding student accounts.

D. How Long We Keep Your Information

The student's information shall be retained for as long as the purpose for which it was collected, (*e.g. legal, regulatory, administrative, academic, historical or statistical purpose*) remains in effect.

For applicants who will not proceed with enrollment, all submitted documents will be disposed within the school year of their application. All information thereafter will be disposed through secured means when no longer relevant or necessary to the operations of MC in compliance with applicable laws and regulations.

E. Your Rights to the Information

Students of legal age have the right to:

- inspect and review information records especially during the enrollment period, the right to seek amendment and updating of such records, and the right to restrict the disclosure of directory information
- receive test scores and other measures and updates on school regulations and policies

Former students (those who have moved on to the next unit, those who have transferred schools, or alumni) may submit requests for their records through the School Head. For any queries, clarifications or requests on any aspect of this Policy, you may also write to:

DATA PRIVACY OFFICER
Miriam College Foundation, Inc.
Katipunan Avenue, Quezon City 1108
Email: dpo@mc.edu.ph

F. Changes to Our Policy Statement

We may modify or amend this Privacy Statement and Terms of Agreement from time to time to reflect any changes in relevant laws and regulations. Any relevant updates will be posted on our website and will be effective immediately upon posting.



To be accomplished by MC Alviera:

REQUIREMENTS FOR INCOMING 1ST YEAR STUDENTS:

- Philippine Statistics Authority (PSA) Birth Certificate – *to be uploaded in the Application Portal*
- Grade 11 Report Card – *to be uploaded in the Application Portal*
- Recommendation Form from the Guidance Counselor
(or from the Homeroom Adviser, if the Guidance Counselor is unavailable)

REQUIREMENTS FOR TRANSFEREES OR 2ND DEGREE STUDENTS:

- Philippine Statistics Authority (PSA) Birth Certificate – *to be uploaded in the Application Portal*
- Transcript of Records or Copy of Grades from the last school attended – *to be uploaded in the Application Portal*
- Recommendation Form from the Guidance Counselor
(or from the Homeroom Adviser, if the Guidance Counselor is unavailable)

REQUIREMENTS FOR FOREIGN STUDENTS:

- Birth Certificate – *to be uploaded in the Application Portal*
- Passport's Bio Page and Visa – *to be uploaded in the Application Portal*
- Grade 11 Report Card – *to be uploaded in the Application Portal*
- Recommendation Form from the Guidance Counselor
(or from the Homeroom Adviser, if the Guidance Counselor is unavailable)

Name of Applicant:	Level Applying For:	
Application No.:	O.R. No.:	Date:
Exam/Assessment Date, Time, and Venue:		
Processed By:	Date	