



**SACRED HEART COLLEGE  
OF LUCENA CITY, INC.**  
1 Merchan Street, Lucena City 4301

Member: Daughters of Charity-St. Louise de Marillac Educational System (DC-SLMES)

PAASCU Accredited

Tel.Nos.:(042)710-3888 / 710-2505 Fax No.: (042) 373-4240

Website: <https://www.shc.edu.ph> Email: [shc@shc.edu.ph](mailto:shc@shc.edu.ph)

**DATA PROTECTION OFFICE**

**CONSENT FORM for the USE of ONLINE SERVICES**

16<sup>th</sup> August 2021

**Dear SHC Teaching Faculty/Personnel:**

Greetings! As we together face the second year of the COVID-19 pandemic, Sacred Heart College of Lucena City, Inc. as an educational institution that strives for quality education, continues to provide access to online learning services as recommended by the Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) and the Commission on Higher Education (CHED).

Sacred Heart College of Lucena City, Inc. (SHC) firmly believes that the continued use of online services would increase the range of teaching tools available to all our teaching faculty and at the same time enhance the learning opportunities available to our student stakeholders.

We are writing to you to seek your consent for you to be given access to the school's online services. This may involve SHC to use your title(s), full name, preferred name and position/school designation to access your unique online services account.

SHC's online services currently provide:

- a. individual e-mail domain accounts for ALL students and personnel;
- b. access to the online teaching and learning services such as web-conferencing, digital resources (including library resources) and online learning activities;
- c. access to online file storage and sharing services; and
- d. access to portal services from home if the home computer or electronic device is connected to the Internet.

If you agree to make use of the school's online services, please complete and sign the following consent form. You would also need to ensure that you read and understand the contents of this form. The completed and signed documents should be returned to the Data Protection Office at [shcdpo@shc.edu.ph](mailto:shcdpo@shc.edu.ph) with the subject "**Online Consent Form-Dept-Surname**" (ex. **Online Consent Form-HED-Mier**) so that an online services account can be created for your use. If an online services account has already been created for you, the submission of this form will serve as your consent to the continued use of such services.

Please note that while every reasonable effort is made by the school to prevent your exposure to inappropriate online content when using SHC's online services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet surfing or browsing from home or locations other than the school premises is **not** monitored or filtered by the institution since it is not conducted via the school's network and that you are responsible for your use of the Internet from home.

Thank you for your continued service to the school. May God bless and keep us and our families safe always. Sursum Corda!

Sincerely,

s.g.d

Yvonne Hitty L. Mier

**Data Protection Officer**

Noted by:

Sr. Maria Luisa B. Javier, DC

**President**





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**DATA PROTECTION OFFICE**

**CONSENT FORM for ONLINE CLASSES**

**Dear SHC Teaching Faculty/Personnel:**

We, at Sacred Heart College of Lucena City, Inc. (SHC), will continue to use online platforms, such as Google Suite or Zoom, for the online learning of students, faculty, personnel, parents and other stakeholders during this period of "new normal" for the AY 2021-2022.

While we feel that there is no real substitute for face-to-face instruction and interaction between faculty and students, we would like to assure you that we strive to continue to offer quality education by working with you and our student stakeholders, and we are grateful for the ease and convenience this virtual platform brings to that endeavor.

As with anything we do at SHC for our stakeholders, we believe that a strong partnership with our teaching faculty, personnel and other stakeholders is essential to a successful experience with this new normal way of learning. Using this online tool will allow us to stay in touch with and give instruction to our students.

Technology use at Sacred Heart College of Lucena City, Inc. is governed by **RA 10173**, otherwise known as the Data Privacy Act of 2012:

**Data Privacy Act of 2012**

DPA 2012 applies to the protection of the collection, use, process and disposal of personal information, personal sensitive information and privileged information of data subjects, including our students and personnel. For more information on DPA 2012, please click here: <https://www.privacy.gov.ph/data-privacy-act/>

**Employee Name**

First Name/s

Last Name

**Employee Email Address**

**Please choose one option below**

- YES, I give permission for myself to participate in Google/Zoom SHC online classes/meetings and to use these platforms.
- NO, I do not give permission for myself to participate in Google/Zoom group SHC online classes/meetings and to use these platforms.

**I understand that no obscene, racist or derogatory language or imagery will be allowed by any student, parent, guardian, SHC faculty, staff or stakeholders while participating in SHC online learning.**

- Yes
- No

**I understand that some online classes/meetings may be recorded for archival and promotional purposes. I give consent for these recordings of online classes/meetings to be utilized for SHC promotional purposes only.**

- Yes  
 No

**On-screen viewing during online classes:**

YES, I give permission for myself to be seen in the monitor during online classes/meetings not only by SHC personnel and/or students, but also the possibility of being seen by others, such as tutor(s) of students, parents/guardians and other household members of students.

NO, I do not give permission for myself to be seen in the monitor during online classes/meetings.

**Electronic Signature**

By signing below, I confirm that I have read and understand the following: Under the Data Privacy Act 2012, records of my academic encounters with students are protected from disclosure to third parties. I understand that my records of academic encounters stored at SHC or any information stored in our online Google Drive folders may be accessible to someone other than myself by virtue of this online environment. My signature below confirms my consent to allow such files/records to be stored by SHC and in locked Google Drive folders. I also understand that SHC will not share my information with any third party, but that I have the right to request access to my records at any time.

**Date**

MM

DD

YYYY