

Privacy Notice for University Suppliers, Service Providers, and Other Payees

The Ateneo de Manila University (University) respects your right to privacy and aims to comply with the requirements of all relevant data protection laws, particularly the Data Privacy Act of 2012 (DPA). In this Privacy Notice, we inform you about the way we collect, use, or otherwise process your personal data, in relation to your engagement with the University.

As an institution, we seek to strike a balance between your individual right to privacy and the free flow of information, especially when we pursue our legitimate interests and/or carry out our responsibilities.

In this document, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, we generally mean information that refer to a specific individual. That means information that relate to organizations or to no one in particular are excluded.

Information We Collect, Acquire and Generate

We collect your personal data either directly from you or from the entity you represent or work for. They may include your name, address, country of citizenship, tax identification number (TIN), contact details, and bank account information.

How We Use Your Information

To the extent required or permitted by law, we use your personal data in connection with our mandate or functions as an educational institution, employer, and/or contracting party, including a variety of administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

1. Evaluating a possible engagement with you or the entity you represent;
2. Execution of a Service Agreement and similar agreements or documents;
3. Sending notices and other communications to you;
4. Processing payments to you or the entity you represent;
5. Issuing and delivering payment vouchers and, if applicable, withholding tax certificates to you;
6. Audit activities; and
7. Preparation of reports to be submitted to government agencies.

If we require your consent for any specific use of your personal data, or as determined by the type of data involved, we will collect it at the appropriate time. Similarly, we will not subject your personal data to any automated decision-making process without your prior consent.

How We Share, Disclose, or Transfer Your Information

To the extent required or permitted by law, we may also share, disclose, or transfer your personal data to other persons or organizations, such as in the following instances:

1. Submission of personal data to government agencies, such as the Bureau of Internal Revenue, in order to meet their reportorial requirements;
2. Referral of potential clients to you or the entity you represent, in the case of suppliers and service providers; and
3. Other purposes, when necessary and under circumstances permitted or required by law.

How We Store and Retain Your Information

Your personal data is stored and transmitted securely in paper and electronic formats, including databases accessible to some of the University's other units or offices. Of course, access is limited only to University personnel who have a legitimate interest in them, such as when it is necessary for them to carry out their respective duties and responsibilities. Their use of your personal data will not be excessive, and shall be limited only to that which is necessary to achieve the purpose of their collection, and/or only when it is permitted by law. Your data is kept while still necessary to achieve the declared purpose of its collection or generation or as required or permitted by applicable laws and regulations.

Your Rights with Respect to Your Personal Data

We recognize your rights in relation to your personal data, as provided under the DPA. If you wish to exercise any of them, or you have any concern or question regarding them, this Notice, or any matter involving the University and data privacy, you may contact the University Data Protection Office (UDPO) at:

Questions: info.udpo@ateneo.edu

Complaints / Security Incidents: alert.udpo@ateneo.edu

Landline: +63 2 426-6001, loc. 4801

Website: ateneo.edu/udpo

Address: Rm 200, Manila Observatory, Ateneo de Manila University

Changes to this Privacy Notice

We may, from time to time, make changes to this document. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other University Policies

Other policies of the University, which are not inconsistent with this one, will continue to apply.