

CEU CAVE Portal Privacy Notice

The information you provide to CEU CAVE Portal is only used to personalize your web page. Your personal information is never shared or sold by us. Your personal information is not disclosed unless required by Philippine law, to protect CEU property, to enforce CEU policy, or when you authorized it as the owner of the information.

Commitment to Privacy

Centro Escolar University (CEU) is committed to respecting and valuing individuals' privacy and rights. We will protect and process all personal data in accordance with Republic Act No. 10173, or the Data Privacy Act of 2012, and its Implementing Rules and Regulations. We respect personal data confidentiality and follow the general principles of transparency, legitimate purpose, and proportionality.

In addition, you should also be aware that protecting your privacy is your responsibility. When you log in to the CEU CAVE Portal, you will be taken to a world of personal information that you must close when you are finished. When you log in to CEU CAVE Portal with your CEU CAVE Portal User ID, you gain access to other CEU CAVE Portal User-ID protected resources that are not part of CEU CAVE Portal. There is a catch to this convenience. Because these resources may contain personal information, it is critical that you close all web browser windows completely before leaving your computer. You should also not disclose your User ID, password, or other types of authorization to anyone.

Key Privacy Points

In summary, the following three points may answer your basic questions about your privacy on CEU CAVE Portal. For more detailed information, please refer to the "Caveats and Limitations" section that follows.

1. The information you provide to CEU CAVE Portal is only used to customize your CEU CAVE Portal web page. Your personal information is never shared or sold by us.
2. Your personal information is never disclosed unless absolutely necessary. Details can be found in the "Restrictions and Limitations" section.
3. When you finish using CEU CAVE Portal, you must completely close all web browser windows to protect your privacy and prevent unauthorized use of your CEU CAVE Portal User ID.

Restrictions and Limitations

The sections below outline the boundaries within which we can achieve our goal of respecting your privacy.

Information Collected

When you browse the web, information about where you have been and what you have looked at is collected. These details can be found at:

1. Your computer systems (in browser history, cache, cookies, and other files). Deleting the cache (right before exiting your web browser program) and the Recycle Bin is a good habit to develop (on the Windows desktop). These ensure that all data gathered during your session is erased. This is strongly advised when using publicly accessible computers.
2. Your server visits (in log files that collect IP addresses, time information, and names of pages visited).
3. Other servers involved in Internet infrastructure and services (e.g., cache servers, firewall server, and anti-virus server)

Use of System Log Information

The CEU computers that serve the CEU CAVE Portal maintain a minimal set of system logs that allow us to tune and protect the service while also determining general usage patterns. We do not keep information for any longer than is necessary to meet these goals. We collect the following information:

1. The name of the Internet domain through which you connect to the Internet.
2. The date and time of a visit to a CEU CAVE Portal website
3. The Internet Protocol (IP) address of the website from which you linked
4. Selected information (such as CEU CAVE Portal User ID, browser type, and affiliation) in CEU CAVE Portal logs that can be useful when troubleshooting.

Use of IP Address

The IP (Internet Protocol) address information does not personally identify you, but rather identifies the computer you are using and, in some cases, your general location.

We use IP Addresses to:

1. Help diagnose problems with our servers
2. Administer the CEU CAVE Portal University portal
3. Gather demographic information about our users in general

Use of CEU CAVE Portal Cookies

Cookies are small pieces of data that a website sends to your computer and stores on your hard drive for future reference. CEU CAVE Portal uses cookies to facilitate the CEU log-in process.

They are not currently used to track your usage, nor are they used in any other way at this time.

Information CEU CAVE Portal Keeps

CEU CAVE Portal only stores the information required to personalize your pages. We do not keep track of which pages you visit unless you request a customized service or a personalized service. The information that we collect will be used for the purpose of identifying you and addressing your concerns appropriately, as well as for documentation purposes.

Exceptions for Disclosing Personalized Information

CEU does not disclose your personalized information unless it believes, in good faith, that such disclosure is:

1. Philippine law requires it.
2. To safeguard CEU property
3. To enforce CEU policy
4. authorized by you as the information's owner

Individual use of information may thus be retained if there is reasonable cause to suspect that illegal behavior is taking place.

Privacy/security Policies Outside our Domain

We have no control over the privacy and security of information you provide to others once you leave the CEU CAVE Portal University portal. When you click on a third-party link, CEU has no control and assumes no responsibility for the content or privacy policies of any third-party site that are not operated by us.

CEU CAVE Portal Security Measures

We focus on web site security so that the CEU CAVE Portal services remain available to you and other visitors. For your information, the following measures are in place:

1. Your CEU CAVE Portal account and password are used only to verify your identity as a member of the CEU Alumni or client community. This verification takes place through a secured system managed by the CEU Office of the Registrar and the CEU ICT Department.
2. You have access to your personal information and CEU CAVE Portal profile for some time after your last access to the CEU CAVE Portal server, or until you exit your browser.
3. Your personal information is kept in secured servers that are not available to the public.

Contact Information

Should you wish to exercise your rights under the Data Privacy Act of 2012 or for any question regarding this Privacy Notice, please address them to:

The Data Protection Officer

Tel. No.: (02) 8735-6002

Email address: ceuprivacy@ceu.edu.ph