



University of Southeastern Philippines

Transaction Form for Enrollment

Date: _____

Pursuant to the University of Southeastern Philippines (USEP) data privacy policy and the Data Privacy Act of 2012, we will collect and process the following personal information from you when you manually or electronically fill in this form:

ID No. :
Last name :
First name :
Middle name :
Program/Course :
Year level :
Contact No. :

Provide details of information you are needing in the box provided below.

ID No.-
Last name:
First name:
Middle Name:
Program/Course:
Year level:
Contact number:

USE: The collected personal information will be utilized solely for enrolment purposes.

PROTECTION MEASURE: This personal information shall be held in utmost confidentiality and shall not be transferred or divulged to other persons or entity without your express consent. Only authorized personnel have access to this personal information. The University will only retain the collected personal data as long as necessary for the fulfilment of the purpose.

CONSENT

- ☐ **I AGREE** to the collection and processing of my personal information.
☐ **I DO NOT AGREE** with the collection and processing of my personal information.

INFORMATION

For queries pertaining to the University Data Privacy Policy and with the Data Privacy Act of 2012, you may contact the University Data Privacy Officer **ASST. PROF. KARLO MARTIN C. CARAMUGAN** through his email kmccaramugan@usep.edu.ph.

WE BUILD DREAMS WITHOUT LIMITS

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