

Privacy Policy

Last Updated: [Insert Date]

The **Personalized Alternative Learning System (PALS)** is committed to protecting the privacy and security of all learners, teachers, and users who access our platform. This Privacy Policy explains how we collect, use, store, and safeguard your personal information in compliance with the **Data Privacy Act of 2012 (Republic Act 10173)** and other applicable laws and regulations.

1. Information We Collect

When you register and use PALS, we may collect the following types of personal information:

ALS Teacher

- Personal Information: Full name only

ALS Learner

- Personal Information: Full name, date of birth, Sex, email address, marital status, occupation, monthly salary, parent's name (father and mother), and number of siblings
 - Educational Information: LRN and last school attended
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2. How We Use Your Information

The information we collect is used for the following purposes:

- To register teachers and learners in the ALS program and provide access to PALS.
 - To create and manage personalized learning pathways.
 - To monitor learner progress and performance for academic support.
 - To improve the functionality, features, and security of the system.
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3. Data Sharing and Disclosure

PALS respects the confidentiality of your information. We will not share, sell, or disclose your personal data to third parties except in the following cases:

- When required by law or government regulation.
- When necessary to comply with DepEd policies and accreditation requirements.
- When authorized by the learner or their parent/guardian (if under 18).

4. Data Storage and Security

- All personal information is stored securely in encrypted databases and protected against unauthorized access, alteration, disclosure, or destruction.
 - Access to data is restricted to authorized ALS teachers, administrators, and technical staff only.
 - Regular security audits and monitoring are conducted to ensure system integrity.
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5. Data Retention

We will retain personal data only for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law, DepEd guidelines, or accreditation and equivalency (A&E) assessment documentation. In accordance with the Data Privacy Act of 2012, personal data collected through PALS will generally be **retained for a period of five (5) years** from the date of collection, after which it will be securely deleted or anonymized, unless a longer retention period is required by law or regulation.

6. Rights of Data Subjects

In accordance with the **Data Privacy Act of 2012**, all ALS learners and users have the right to:

- Be informed about how their personal data is collected and used.
 - Access and obtain a copy of their personal data.
 - Correct or update inaccurate or incomplete data.
 - Object to processing of data under certain conditions.
 - Withdraw consent and request account deletion.
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7. Cookies and Tracking Technologies

The PALS website may use cookies and similar technologies to improve user experience, track system usage, and enhance learning personalization. Users may choose to disable cookies through their browser settings, but some features of the system may not function properly.

8. Updates to This Policy

PALS may update this Privacy Policy from time to time to reflect changes in the system, legal requirements, or data protection practices. Users will be notified of significant updates through the website or registered email.

9. User Consent

By registering, using, or accessing the Personalized Alternative Learning System (PALS), you acknowledge and give your **explicit consent** to the collection, storage, and processing of your personal information, including Personal Identifiable Information (PII), for the purposes outlined in this Privacy Policy.

For learners under 18 years old, consent must be provided by a parent or legal guardian. By providing such consent, you authorize PALS to:

- Collect personal, educational, and technical information necessary for registration and personalized learning;
- Use your information to monitor progress, improve system functionality, and comply with DepEd and legal requirements;
- Share data with trusted service providers or government agencies only when required by law or authorized by you/the guardian.