



Colegio de San Juan de Letran Calamba
City of Calamba, Laguna
REGISTRAR'S DEPARTMENT
BED Records Unit

TERMINAL CLEARANCE FOR WITHDRAWING BED LEARNER			
DATE OF FILING:		A.Y.	
1. Fill out the following:			
PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NO.	
FIRST NAME		GRADE LEVEL	
MIDDLE INITIAL		SECTION	
CONTACT INFORMATION			
MOBILE NO.		PERSONAL e-MAIL ADD.	
REQUIRED SIGNATURES			
2. Secure the signature of the department/unit head or in-charge of the following offices:			
Offices		Authorized Signatory	Date
Library Services Department / BELRC			
Student Services Department			
Principal, BED Preschool to Junior HS / Senior HS			
Accounting Department			
Registrar's Department - BED Records Unit			
Learner's Copy Received by: _____ Date: _____			



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DATA PRIVACY CONSENT FORM

Colegio de San Juan de Letran Calamba recognizes its responsibilities under the Data Privacy Act of 2012 in respect of the data that it maintains, both soft copies and hard copies. The *Colegio* holds and processes information about its learners for various purposes, such as, but not limited to, use in Transcript of Records, Terminal Clearance, Graduation Program, and Yearbook. It is the Institution's policy to seek the consent of its learners to hold, process, disclose, and share personal data, including sensitive personal data, about them.

Data Processing, Sharing, and Disclosure

The *Colegio* processes, shares, and discloses your personal data and sensitive personal data for:

- responding to inquiries verifying that you are a learner of the *Colegio* for verification purposes;
- providing academic institutions with scholastic ranking information for purposes of admissions; and
- sharing with your parents/guardian/spouse your academic performance and financial obligations

Learner's or Parent/Guardian's Obligations

Learners or their parents/guardians must ensure that any personal data provided to the *Colegio* are accurate and updated. They have the right to access their information, the right to correct any mistakes, and the right to withdraw their consent at any time by visiting our department to apply for such. This won't affect how the department used their information before they withdrew it.

Retention of Data

The *Colegio* will keep the collected personal information and sensitive personal information based on established quality policies and procedures.

Data Protection Office

All inquiries on Data Privacy Act of 2012 and *Colegio's* Quality Policy on Data Privacy should be made to the Data Protection Office by sending your concerns at dpo@letran-calamba.edu.ph.

CONFIRM YOUR CONSENT

☐ I confirm that I have read the provisions stated in this Data Privacy Consent Form and give my consent to the *Colegio* holding and processing my personal information and sensitive personal information for the purpose previously indicated.

FOR LEARNERS 18 YERS OLD AND BELOW

☐ I am the parent/legal guardian of _____, _____ who is a minor. In his/her behalf, I have read, understood, and is giving my consent to the *Colegio* holding and processing the personal information and sensitive personal information of my child/ward for the purpose previously indicated.

Signature over Printed Name: _____ Date: _____

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