



MOUNT CARMEL SCHOOL of INFANTA

Poblacion 38, Infanta, Quezon 4336

☎ (042) 535-2596/+639701264478 / email add: mcsinfanta.hs@gmail.com

Mount Carmel School of Infanta School Documentation and Photo Policy (Compliant with the Data Privacy Act of 2012)

1. Purpose

This policy ensures the proper use, protection, and handling of photographs and videos taken during any activities conducted and participated in by Mount Carmel School of Infanta (MCSI) in compliance with the **Data Privacy Act of 2012 (RA 10173)**.

2. Consent and Authorization

- Photos and videos of students, employees, and school activities may be used for **educational, promotional, and documentation purposes**.
- Students and staff may **opt out** of being photographed or recorded by informing the school administration in writing.

3. Acceptable Use of Photos and Videos

- Official school social media pages, newsletters, and publications.
- Educational materials, research, yearbook and classroom activities.
- Promotional content such as brochures, posters, school calendar and websites.

4. Data Protection and Privacy

- No sensitive or personal information (e.g., addresses, contact details) will be displayed alongside student photos.
- Images will not be used for **commercial purposes** without explicit consent.
- The school will ensure **secure storage and limited access** to all collected photos and videos.

5. No Uploading of Defamatory or Inappropriate Content

- The school strictly prohibits the uploading, sharing, or distribution of **defamatory, offensive, or inappropriate content** involving students, staff, or school activities.
- Any post that misrepresents, humiliates, or disrespects any individual or group will be subject to **immediate removal** and possible disciplinary action.
- The school reserves the right to take legal action against any individual who uploads defamatory content violating this policy.

6. Request for Photo Removal

- If a student, parent, or employee wishes to have a photo removed, they may **send a message directly** to the school administration. The school will process removal requests within a reasonable timeframe.



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7. Compliance and Accountability

- The school follows the guidelines of the **National Privacy Commission (NPC)** to ensure full compliance with the **Data Privacy Act of 2012**.
- Any misuse or unauthorized sharing of photos will be subject to school disciplinary measures and legal action if necessary.
- Parents are not required to comply with the Data Protection Act when taking photographs of their children, for their own private use, at an organized event.

For any concerns regarding this policy, please contact **the MCSI Official Facebook Page (Mount Carmel School of Infanta-GS, JHS, SHS)**

The **Data Privacy Act of 2012** aims to protect personal information in both government and private sectors. It ensures the **responsible collection, processing, storage, and disposal** of personal data to safeguard individuals' privacy rights. The law establishes the **National Privacy Commission (NPC)** to oversee compliance and enforce penalties for data breaches and misuse. It emphasizes **transparency, security, and consent** in handling personal information, promoting a balance between data protection and the free flow of information for legitimate purposes.