



MANILA TYTANA COLLEGES

Privacy Statement

Manila Tytana Colleges is committed to protecting your privacy. This privacy statement applies to the official pages of Manila Tytana Colleges (“Manila Tytana Colleges”) website (the “Website”) and related materials used in the college operations.

Please note that other pages within the Website and the other offices in the college may adopt additional or other privacy statements as their needs require, so we encourage you to read the privacy statement of each page and the materials used in the different office you will visit.

By using our College Website and / or submitting the required documents/information needed by the different college offices, you accept and agree to these terms.

Privacy Statement Highlights

Information We Collect

Information you provide (for example, when you choose to interact with the Website/Offices and voluntarily provide Manila Tytana Colleges with information such as your personal contact information).

Information collected automatically (for example, we may use cookies that collect non-personal information about your use of the Website or about your computer and web browser or network traffic).

Our Use of Cookies & Similar Technologies

We use cookies and similar technologies for the functioning of the Website, to improve the Website, to give you extra functionalities, and to provide a smoother online experience.

The Website and associated websites do not recognize browser “do-not-track” signals or similar mechanisms.

How We Share Your Personal Information

We do not disclose your personal information without your consent except where:

- a) *We engage service providers to assist us with the activities identified in this privacy statement; or*
- b) *It is necessary to prevent crime or injury, or as otherwise required by law.*

How We Use Your Information

We use the information we collect for many important purposes including to:

- a) *Furnish and maintain the Website;*
- b) *Communicate with you regarding the Website or Manila Tytana Colleges;*
- c) *Respond to your inquiries;*
- d) *Improve and develop the Website; and*
- e) *Investigate complaints and/or legal violations.*

Choice & Control

We will not collect your personally identifiable information unless you provide it to us voluntarily.

Cookies can be disabled or removed by tools that are available in most commercial browsers.

Changes to Our Privacy Statement

If there are significant changes to our information practices, we will provide you with appropriate online notice.

How to Contact Us

Please contact ***DPO@mtc.edu.ph*** for questions or concerns regarding our privacy statement. You can also write or call us at:

Data Protection Officer (DPO)
Manila Tytana Colleges
Metropolitan Park
President Diosdado Macapagal Boulevard
Pasay City, Metro-Manila, 1300
Tel No: (02) 859-0834

Manila Tytana Colleges Privacy Statement Details

Information We Collect

Information You Provide

Through the Website and college office services, Manila Tytana Colleges collects information from you when you choose to share it with us to use the Website, register with and access the Website, submit inquiries, submit comments, fill-up information sheets or office inquiry sheets, or otherwise share information with us through the Website and college office services.

The information we collect may include your name; contact information including your email address, physical address, and phone number; academic interests or information; information necessary to establish school accounts or respond to account inquiries and requests; and other personal information that may be collected in order to conduct operations.

Information Collected Automatically

Manila Tytana Colleges may use cookies, web beacons, pixel tags, log files, or other technologies to collect certain information about visitors of the college and users of the Website and associated websites, to monitor interactions with the Website and associated websites, identify you and maintain your user preferences, tailor web content to match your browser capability, analyze usage trends, administer and improve the Website and associated services, identify irregular behavior, prevent fraudulent activity and improve security.

For example, we may automatically collect certain non-personal information from you, such as the type of web browser and operating system you use, the name of your Internet Service Provider, Internet Protocol ("IP") address, software version, and geolocation information (for example, based on IP address or location of cellular tower used for the connection). In addition, we may collect information about your browsing behavior, such as the date and time you visit the Website and associated websites, the amount of time you spend viewing or using the Website and associated websites, the number of times you return to the Website and associated websites, and other click-stream or site usage data.

Combining Your Information

Manila Tytana Colleges may combine the information we receive from and about you, including personal and non-personal information collected through the Website and associated websites, for any purpose contained in this privacy statement.

Our Use of Cookies & Similar Technologies

Please know that you are always free to block, delete, or disable cookies, web beacons, pixel tags, log files, or other technologies we may use if your browser, application or device allows. However, if you decline cookies or other similar technologies, you may not be able to take advantage of certain features or tools. For more information on how you can block, delete, or disable these technologies, please review your browser or device settings.

Do Not Track Signals: The Website and associated websites do not recognize browser “do-not-track” signals or similar mechanisms.

How We Use Your Information

Manila Tytana Colleges may use the information we collect from and about you for any of the following purposes:

- a) Furnish and maintain the Website and associated websites or college services;*
- b) Create accounts and provide you with access to the Website and associated websites or college services;*
- c) Communicate with you regarding the Website or associated websites or college services;*
- d) Respond to your inquiries;*
- e) Improve the Website;*
- f) Enhance and personalize your experience with the Website and associated websites or services;*
- g) Protect the security and integrity of the Website;*
- h) Develop new products or services via the Website;*
- i) Display comments and other information you choose to share through the Website and associated websites;*
- j) Conduct research and analyze the use of the Website and associated websites and services; and*
- k) Investigate complaints and intellectual property rights violations.*

How We Share Your Personal Information

Manila Tytana Colleges does not sell or otherwise disclose personally identifiable information about you, except as described here.

In the course of doing business, we employ service providers and individuals to perform a variety of functions on our behalf. These service providers may have access to your personally identifiable information if it is needed to perform their functions for us, but as a matter of course they are not authorized by Manila Tytana Colleges to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. These service providers are also required as a matter of course to maintain the information in confidence.

In addition, we may disclose information where we think it is necessary to investigate or prevent an actual or suspected crime or injury to ourselves or others, if required by law, or in response to a request from law enforcement authorities or other government officials.

How We Protect Your Personal Information

Protecting your personal information is important to us. We maintain administrative, technical, and physical safeguards to help protect against unauthorized use, disclosure, alteration, or destruction of the personally identifiable information we collect on or through the Website, products and services.

The safety and security of your information also depends on you. Never share your password with anyone else, notify us promptly if you believe your password security has been breached, and remember to log off of any Manila Tytana Colleges accounts before you leave your computer.

Choice & Control Over Your Information

We will not collect your personally identifiable information unless you provide it to us voluntarily. Cookies can be disabled or removed by tools that are available in most commercial browsers. The preferences for each browser you use will need to be set separately and different browsers offer different functionality and options.

For more information on how you can block, delete, or disable cookies and similar technologies, please review your browser or device settings.

Links to Other Websites

Posts, comments, and other communications made through the Website may provide access to other websites outside our control. When you link to these websites, you leave the Website and your communications no longer are protected by this privacy statement.

Links to other websites are provided as a service, but Manila Tytana Colleges does not endorse such websites or validate their content. We are not responsible for the privacy practices or the content of non-Manila Tytana Colleges websites or services.

Similarly, Manila Tytana Colleges has no control over and is not responsible for the contents of any unofficial pages appearing on its website (for example, the personal pages of students, faculty, or staff).

We recommend that you review the privacy policy or terms and conditions of other websites to fully understand what information is collected and how it is used.

Updates to Our Privacy Statement

If we decide to change our privacy statement in a material way, we will post a notification highlighting those changes on our website.

How to Contact Us

Please contact us at ***DPO@mtc.edu.ph*** for questions or concerns regarding our privacy statement. You can also write or call us:

Data Protection Officer (DPO)
Manila Tytana Colleges
Metropolitan Park
President Diosdado Macapagal Boulevard
Pasay City, Metro-Manila, 1300
Tel No: (02) 859-0834