

ANNEX "C"

LIST OF EXCEPTIONS

A. Student Records

The following records and documents are confidential in nature and cannot be disclosed to the public or any person except when there is an order from the court or when public safety requires otherwise, to wit:

1. Students Personal information
2. Medical records
3. Class records
4. Students Permanent Record
5. Students Directory
6. Scholarship Categorization Papers
7. Counselling Case Notes
8. Students Individual Inventory Records
9. Psychological Test Results (Standardize and Non-Standardize)
10. Student Assessment Scores, such as: Admission Test Scores (e.g. NCE, LAQE), Readiness Test Results, Scholastic Aptitude Test Scores, College Admission Tests, ICAS, etc.

B. CLASSIFIED INFORMATION

Those specifically authorized to be kept Confidential and Classified by the PSHS System Board of Trustees by reason of sensitivity, including but not limited to board resolutions, memoranda, internal audit reports by the executive director or campus director, proceedings of executive sessions, records of minutes, advice given, and opinions expressed during decision making or policy formulation.

C. INFORMATION NECESSARY FOR THE PROTECTION OF MINORS AND INDIVIDUALS

Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or accused.

D. INFORMATION DEEMED CONFIDENTIAL BY REASON OF OFFICIAL CAPACITY

Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries, or investigation conducted by them in the exercise of their administrative or quasi-judicial functions. Examples include: intellectual property; proprietary information; data furnished to statistical inquiries/ surveys/ censuses of the Philippine Statistics Authority (PSA); records and reports submitted to the Social Security System by the employer or member; documents submitted through the Government Electronic Procurement System; information obtained from

accessing electronic data subject to conditions set under the data privacy act; and similar others.

E. PREJUDICIAL PREMATURE DISCLOSURE

Information when disclosed maybe detrimental, or damaging, or injurious, or harmful to the interest and/ or rights of an individual, such as, disclosure of manuscripts prior to its publication or copyright, or disclosure of inventions or inventive idea prior to filing a patent, and similar others that may infringe the rights or interest of others.

F. CONFIDENTIAL BY VIRTUE OF LAW AND REGULATION

Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged e.g. judicial and medical records of employees/ students; personal information of personnel other than the requesting party; personal identifying information of victims of child abuse, exploitation, discrimination, or bullying including personal information of the bully or his/ her accomplices; and others.

G. PRIVATE AND PRIVILEGED COMMUNICATION

Information classified as private or privileged communications in legal or administrative proceedings (e.g. preliminary investigation report, fact-finding report, proceedings in an administrative case, etc.)

EXCEPTION TO THE MANDATE OF CONFIDENTIALITY

Confidentiality can be waived when responding to the *subpoena duces tecum* and *subpoena ad testificandum* issued by the court with jurisdiction over legal proceedings, subject to applicable laws and rules on its issuance.