

## **Privacy Policy**

Our Privacy Policy Statement Page shall explain what information **Diwa** collects from you, how we use this information, and who gets to see your information.

### **Who is Diwa?**

We are the Philippines' leading provider of educational resources for both print and digital format. We are the company behind Genyo e-Learning, the first fully-integrated learning management system for Basic Education in the Philippines.

### **What information do we collect?**

**Diwa** collects information to provide better services to our users. We want our users to fully experience the content of our system and provide them with a unique login account for security.

The personal information we collect are the entries provided to us by the academic institution/school that subscribed to the program, entries you have inputted in Genyo's login page, and information you have indicated in your own user profile page.

The following personal information that we collect upon your subscription to Genyo is not limited to:

- Full name
- E-mail address
- Student number/Login ID
- Address
- Phone number
- Mobile number
- Date of birth
- Gender
- School name
- Grade level
- Photo
- Password
- Language
- Security Question
- IP address
- Log on date and time
- Log on duration

## How do we use the information we collect?

**Diwa** recognizes the importance of your privacy. All information in our system would not be shared to any third-party institutions or organizations. The data gathered in the system are owned by the user and the concerned academic institution/school who have subscribed to this platform.

The following are the uses of the most salient personal information that we collect from you:

- **Full name:** We use your full name to create your unique Genyo student account. This is also used to allow your teachers to send lessons, tests, and homework to you, and track your progress in all of these. We would also use this information to communicate with you when you face any issues regarding your experiences with the system.
- **Student number/Login ID:** We use your student number/login ID to create your unique Genyo student account. We also use your student number/login ID as part of our authentication process, in order for us to determine that you are a bonafide member of the academic institution/school that subscribed to the system.
- **E-mail:** We use your e-mail address to contact you with important information regarding your experience or any changes to your account. Your e-mail address may also be used when the system sends lesson notifications and other reminders. You may also use your e-mail address to retrieve your account in case you have forgotten details of your Genyo account.
- **Grade level and section:** Your grade level and section is used to properly organize login accounts in the system.

**Diwa** is not responsible for optional personal information that you have provided in your user profile.

## Who will see your data?

Your data shall not be shared with any other users in the application, other than your institution's administrators. Mandatory information that we require (full name, student number/login ID, grade level and section) can be viewed by all users in the application, and the purpose towards this is provided in this Privacy Policy Statement. As other personal information you have provided through your user profile page may be viewed by other users in the system, what you prefer to share in the system and in your profile page is within your discretion.