



PAREF WOODROSE SCHOOL

DATA PRIVACY NOTICE FOR GUESTS AND VISITORS

We aim to ensure the safety and security of everyone inside the school premises. We respect every individual's right to privacy, so please read this Data Privacy Notice explaining how we process the information we collect from or generate about you once you enter the campus.

WHAT WE COLLECT. We collect basic information about you by asking you to sign our official logbook and we may ask you to deposit a proof of identity (ID) for verification purposes. For those with vehicles, we take note of your vehicle plate number. Video footage is also being recorded via a CCTV system installed all around the campus including all campus entry and exit points.

WHY WE COLLECT THEM. The main purpose of collecting data is security. They also help us investigate reported violations of school policies and other applicable laws, and they provide data useful for security improvement purposes and for planning.

HOW WE USE, STORE, AND RETAIN THEM. Your data are kept in a place inside the campus where it is secured. Only authorized school and security personnel have access to them. We dispose of the logbooks not more than one (1) year from the date of collection, unless required by law to retain them for a longer period. CCTV footages, on the other hand, are stored for a maximum of thirty (30) days before being automatically deleted. We DO NOT transfer or share your personal data with other persons or organizations, unless required or permitted by law.

HOW YOU MAY EXERCISE YOUR RIGHTS. You have rights under the law regarding your personal data. If you have any questions or concerns, you may contact the Data Protection Office at privacy@parefwoodrose.edu.ph.

Thank you and we hope you have a pleasant visit with us.