



PAREF WOODROSE SCHOOL

PERSONAL INFORMATION SHARING NOTICE FOR LEARNING MANAGEMENT

PAREF Woodrose School ("School") uses Google G Suite for Education, and Microsoft Office 365 to deliver quality learning online. In addition, the School also uses third-party applications (apps) and tools to support the learning and teaching environment. As such, the School will share the personal data of students and parents to Google, and Microsoft for the purpose of learning management, collaboration and communication within the organization; and to third-party applications and tools for the purpose of account creation and access to such apps and tools. Students will be learning primarily through Google Classroom.

Collaboration and communication among school personnel will be done primarily via Gmail, Google Drive, and Microsoft Teams. Files that contain personal data are uploaded to these services so that collaboration and communication can be done. The data is stored in the servers of these companies in the United States or in other countries where they maintain facilities or have agents who maintain their facilities, and is governed by the privacy policies and terms of use of these services.

As much as possible, for learning management, the School stays away from social media platforms that provide public sharing and access. However, please note that students may be able to access some apps and tools using their personal social media accounts which is beyond the School's control. The email accounts provided to students by the school should not be used to register on such social media platforms.

The School also maintains its relationships with textbook publishers. When appropriate and for access to online versions of textbooks, personal information is also shared with these companies. The relationship with such publishers is covered by a confidentiality and data protection agreement with the School.

To learn more about the terms of service and privacy policies of these sites, please refer to the additional information below. Questions they answer include:

- What personal information do Google and Microsoft collect?
- How do Google and Microsoft use this information?
- Will Google, and Microsoft share my child's personal information?
- Do Google, or Microsoft use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using G Suite for Education?

Google's G Suite for Education

Using their G Suite for Education accounts, students may access and use the following:

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Keep
- Sites
- Vault
- Additional Services if required like YouTube, Blogger and etc.

About G Suite: https://gsuite.google.com/terms/user_features.html

Terms of Service: https://gsuite.google.com/intl/en/terms/education_terms.html

Privacy Policy: https://gsuite.google.com/terms/education_privacy.html

Microsoft Office 365 for Education

Office 365 provides education productivity tools from Microsoft including Word, PowerPoint, OneNote, Teams and more used by tens of millions of students and teachers around the world.

About Microsoft Office 365: <https://www.microsoft.com/en-us/education/>

Terms of Service: <https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx>

Privacy Policy: <https://privacy.microsoft.com/en-us>

Trust Center: <https://www.microsoft.com/en-us/trust-center>

Third-party Apps and Tools

Third-party apps and tools are services that are not covered by the terms of use and privacy policies of Google and Microsoft, although some of these services are accessed through G suite or Microsoft 365. The links below provide the lists of the third-party apps and tools that have been studied for safety and privacy. The School continues to discover and study new apps and tools as they become available and as it finds it useful to support the learning and teaching environment. Such apps and tools will be included in future updates to this agreement.

List of Grade School Applications and Tools (access through your online family account)

List of Junior High School Applications and Tools (access through your online family account)

List of Senior High School Applications and Tools (access through your online family account)

Textbook Publishers

The School maintains its relationships with textbook publishers. For access to electronic forms of textbooks, sometimes the publisher will ask for the personal information of students. For such publishers, the School enters into a data protection agreement.

PAREF Woodrose School will intensively use the services of Google and Microsoft. It will support these with third-party applications and tools, and access to online textbooks. Without

your consent, the School cannot provide a Learning Management System that supports integral education in accordance with the standards of the School.

For any questions or concerns, please contact the Data Privacy Office at privacy@parefwoodrose.edu.ph.

As of August 10, 2020