



PAREF WOODROSE SCHOOL

DATA PRIVACY STATEMENT

PAREF Woodrose School, Inc. (the "School") recognizes its responsibilities under Republic Act No.10173, also known as the Data Privacy Act of 2012 (the "DPA"), its implementing rules, and other relevant laws and issuances, and in accordance with the policies and procedures of the School. The School is thus committed to safeguard the privacy of personal data as well as to comply with the provisions of the DPA on the collection, use, storage, retention, disposal, access, disclosure and sharing of personal data.

This Data Privacy Statement details what, why and how personal data are processed and protected by the School. It also informs of your rights under the DPA.

WHAT WE COLLECT. The School collects basic information about your identity and your child's identity like name, image, birthdate, address and contact information. We also collect information about religion, health, school history including grades, marital status and nationality, which are sensitive personal information. In the course of your relationship with the School, personal data is generated. Personal data includes grades, school organizations and teams joined, etc. Personal data also includes privileged information or information that is protected within the mentor-mentee, teacher-student or coach-coached relationship.

WHY WE COLLECT THEM. The School processes personal data in order to deliver integral education in a safe teaching and learning environment. The personal data you provide or is generated allows school personnel to provide excellent academic training and character formation.

HOW WE USE, STORE, AND RETAIN THEM. The personal data obtained from the digital/online and manual systems are entered and stored within the School's management systems and shall only be accessed by the School's duly authorized personnel, agents, representatives, contracted parties and/or third-party service provider(s), as well as any law enforcement authority and/or similar agencies, offices and persons, whenever circumstances warrant. The School has instituted appropriate organizational, technical and physical security measures to ensure the protection of all personal data. Furthermore, the data collected and stored shall be used only for the specified and declared purposes necessary or incidental to applications, enrollment, academic or educational, extra-curricular and co-curricular, mentoring/coaching of students and parents, parent-coordinating and parent formation activities, administrative (e.g. insurance, etc.), statistical, information dissemination (whether by memo, email, or other forms of social media), feedback and review mechanisms (e.g. surveys, polls) whether online or traditional, medical care and for any other purpose that is legally permissible and/or sanctioned. The School shall not disclose any personal data without your consent, unless any such disclosure is required by law or any regulatory power/authority or advisable under any circumstances related to security, and shall retain this data only for such period that is necessary and allowed by law and other relevant issuances.

In addition, the School recognizes that students participate in a wide-range of school-related activities where their photographs, videos, and other recorded materials may be captured. The School may opt to use the above-mentioned materials, in whole or in part, for various materials, documentations and publications of the School solely for the following purposes:

- School announcements to celebrate and recognize student achievements;
- School exhibits;
- Records of activities or events;
- Evaluation reports of activities or events;
- School yearbooks;
- Illustrations of activities or events for articles published in various formats, including but not limited to the school newspaper, website, Facebook, Twitter, Instagram, etc.;
- Marketing and publicity-related materials, including but not limited to print, broadcast, outdoor, and/or digital advertising, etc.; and
- Other sanctioned activities and official publications of the School.

DATA PROTECTION BY STUDENTS AND PARENTS. As students enjoy learning and communicating online through various platforms, the School expects that the rights of school personnel shall also be protected. In this regard, students and parents shall respect and protect the confidentiality of all personal data (e.g. mobile number, email address, etc. of teachers, mentors and staff) that the School will provide or make accessible in the process of learning and teaching. Parents and students shall not, without the School's prior written consent, disclose the personal data of school personnel and will undertake measures to make sure that personal data is secure. Should there be disclosure or sharing of personal data, the School shall be immediately informed.

HOW YOU MAY EXERCISE YOUR RIGHTS. In view of the foregoing, please be reminded of your rights in relation to the collection, processing and storage of personal data, as follows:

1. Right to withdraw consent;
2. Right to be informed about the processing of your and/or your child's personal data;
3. Right to object to the processing of your and/or your child's personal data;
4. Right to access your and/or your child's personal data and how it is processed;
5. Right to rectification of your and/or your child's personal data;
6. Right to erasure or blocking of your and/or your child's personal data;
7. Right to indemnification if your and/or your child's personal data is used unlawfully;
8. Right to be represented by lawful heirs or assigns; and
9. Right to obtain copies of your and/or your child's personal data being processed.

If you have some questions or concerns, you may contact the Data Protection Office at privacy@parefwoodrose.edu.ph.

As of June 24, 2020