PAREF WOODROSE SCHOOL

DUC AD VERITATEM

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 and sensitive personal information to effectively carry out its educational functions. This includes:

From Students: Identity details (name, image, birthdate), contact information and address, religion, nationality, health records, and school history including grades.

From Parents/Guardians: Identity details (name, image), contact information and address, religion, nationality, and marital status.

Personal data also includes privileged or protected information arising from relationships such as mentor-mentee, teacher-student, counselor-counselee, coach-coachee, etc.

WHY WE COLLECT THEM

The School processes personal data to deliver a safe, high-quality educational experience. Specifically, we use this information to:

1. Facilitate Academic and Character Formation: To monitor student progress, deliver instruction, and support the student's holistic development.
2. Ensure Safety and Well-being: To maintain a secure campus environment and respond appropriately to any health or medical emergencies.
3. Manage School Administration: To handle enrollment, billing, official school communications, and other essential daily operations.

HOW WE USE, STORE, AND RETAIN THEM

To ensure your data is handled securely and transparently, the School strictly follows these guidelines:

1. **How We Use It (Processing)**: Data is used only for declared educational and administrative purposes, which include:
    - Processing applications, enrollment, billing, and insurance.
    - Facilitating academic, extra-curricular, and mentoring/coaching programs.
    - Providing medical care and ensuring campus security.
    - Sending official communications, conducting surveys, and generating statistical reports.

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

Note: Opt-Out for Marketing
While we celebrate our students' achievements, we strictly respect your privacy. If you do not wish for your or your child's image to be used in general marketing, publicity, or public social media posts, please notify the Data Protection Office at dpo@parefwoodrose.edu.ph Please note, however, that for any highly identifiable posts, a separate and specific consent will always be required.

2. **How We Store and Protect It** (Security): Your data is recorded in our manual and digital management systems. The School implements strict organizational, physical, and technical security measures to protect your information against unauthorized access, loss, or alteration.

3. **Who Can Access It** (Disclosure): Access is strictly limited to authorized school personnel and contracted third-party service providers. We will not share or disclose your personal data to external parties without your consent, unless required by law, law enforcement, or when necessary for immediate safety and security.

Processing of your information may also include sharing necessary data with government agencies (such as the Department of Education or DOH), 3rd party learning application and assessments service providers, , our learning management system (LMS) providers, and the Parent Coordinators and Coaches for official school activities.

4. **How Long Do We Keep It** (Retention): We retain your personal data only for as long as necessary to fulfill our educational purposes such as documentation for accreditation purposes, or as required by law and other regulatory issuances.

In the unlikely event of a personal data breach that poses a risk to your privacy, the School will promptly notify you and the National Privacy Commission (NPC) in accordance with the law.

HOW TO 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 be informed about the processing of your and/or your child's personal data
2. Right to object to the processing of your and/or your child's personal data
3. Right to access your and/or your child's personal data and how it is processed
4. Right to rectification of your and/or your child's personal data
5. Right to erasure or blocking of your and/or your child's personal data
6. Right to damages (indemnification) if your and/or your child's personal data is used unlawfully
7. Right to file a complaint
8. Right to data portability (obtain copies of your and/or your child's personal data being processed)

DATA PROTECTION BY STUDENTS AND PARENTS

Whether learning and communicating online through various platforms or engaging in onsite classes and activities, the School expects that the privacy rights of school personnel are fully protected. Students and parents must respect and protect the confidentiality of all personal data (e.g., mobile numbers, email addresses, and other information of teachers, mentors, and staff) made accessible during the teaching and learning process. Parents and students shall not disclose the personal data of school personnel without the School's prior written consent and must undertake measures to ensure this information remains secure. The School must be immediately informed of any unauthorized disclosure or sharing of personal data.

If you have any questions, concerns, or if you wish to exercise any of the rights listed above, please contact our Data Protection Office at dpo@parefwoodrose.edu.ph.

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