



## DATA PRIVACY NOTICE FOR GUESTS AND VISITORS

PAREF Woodrose School is committed to ensuring the safety and security of all individuals within the campus premises while respecting your fundamental right to privacy. This Data Privacy Notice outlines how we process personal information collected from or generated about you during your visit.

### What We Collect and How We Collect Them

- Personal Details: Basic identity information (first name, surname, cellphone number) collected through the Google form (primary means) or logbook (secondary means)
- Verification Data: Proof of identity (e.g., government-issued or corporate ID) requested at the security entrance for verification purposes.
- Vehicle Information: Vehicle license plate numbers recorded for guests entering the campus with a vehicle and parking inside the campus.
- Surveillance Footage: Video recordings captured via Closed-Circuit Television (CCTV) systems installed across campus entry points, exit points, and common areas.

### Purpose of Collection

Personal data is processed primarily to ensure campus safety and security. Additionally, this information assists in investigating reported policy violations or legal non-compliance, and serves to inform security planning and operational improvements.

### Data Protection, Retention, and Disclosure

1. Collected data is stored in secure systems and physical locations accessible exclusively to authorized school administration and security personnel.
2. Retention period is as follows:
  - Google Form Records retained for a maximum period of one (1) year from the date of entry, unless extended retention is required by law.
  - CCTV Footage: Retained for up to thirty (30) days, after which it is automatically overwritten or deleted.
3. There is no data sharing. We do not transfer, disclose, or share your personal data with third parties unless required or permitted by applicable law.

### Exercise of Privacy Rights

Under applicable data privacy legislation, you maintain specific rights regarding your personal information. For inquiries, concerns, or requests regarding the processing of your data, please contact the Data Protection Office at [dpo@parefwoodrose.edu.ph](mailto:dpo@parefwoodrose.edu.ph).