



# OLONGAPO WESLEY SCHOOL Inc.

#890 Rizal Avenue, East Tapinac, Olongapo City 2200

Tel. (047) 222 2701 | TeleFax (047) 223 2804 | admin@ows.edu.ph

## Data Privacy Notice

Olongapo Wesley School, Inc. ("OWSI," "we," "our," or "us") is committed to protecting the privacy and security of personal information in compliance with the **Data Privacy Act of 2012 (Republic Act No. 10173)** and its Implementing Rules and Regulations.

This notice explains how we collect, use, store, and protect the personal data of our students, parents, guardians, employees, and other stakeholders.

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### 1. Personal Data We Collect

In the course of school operations, we collect and process the following types of personal information:

#### A. For Students

- Full name, date of birth, place of birth, gender, age, address, contact number, and email address
- Parent/guardian information and emergency contact details
- Academic records, grades, attendance, and conduct reports
- Student photographs or videos used for school identification, publications, or events

#### B. For Parents/Guardians

- Name, contact details, relationship to the student

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### 2. Purpose of Data Collection

We collect and process personal data for the following legitimate and educational purposes:

- Enrollment, student registration, and academic record management
- Evaluation of academic performance, attendance, and behavior
- Communication with parents/guardians regarding student progress and school activities
- Compliance with government and regulatory requirements (DepEd, PEAC)
- Processing of payments, fees, and other financial transactions
- Safety, security, and disciplinary management within the school premises
- Documentation and publication of school events, activities, and achievements

### 3. Data Sharing and Disclosure

Olongapo Wesley School, Inc. ensures that personal data is kept confidential. However, we may share necessary information under the following circumstances:

- With authorized school personnel and academic partners for legitimate educational purposes
- With government agencies such as the **Department of Education (DepEd)** or other regulatory bodies as required by law
- With service providers (e.g., IT, printing, or accounting services) under strict confidentiality agreements
- When required by law, court order, or government request



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### 4. Data Storage and Retention

- All personal information collected is stored securely in our physical and digital records.
  - We retain personal data only for as long as necessary to fulfill its purpose, or as required by government regulations.
  - After the retention period, data will be securely deleted, anonymized, or disposed of in accordance with our data retention policy.
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### 5. Your Rights as a Data Subject

In accordance with the **Data Privacy Act of 2012**, you have the right to:

- **Be informed** of how your data is collected and used
  - **Access** your personal data held by the school
  - **Correct or update** inaccurate information
  - **Object** to certain data processing activities
  - **Request deletion or blocking** of data under specific circumstances
  - **File a complaint** with the **National Privacy Commission (NPC)** if you believe your rights have been violated
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### 6. Data Security Measures

- We employ appropriate organizational, physical, and technical measures to protect personal data against loss, misuse, unauthorized access, disclosure, or alteration.
  - Access to personal information is limited only to authorized personnel who require such data to perform their duties.
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### 7. Contact Information

For any questions, concerns, or requests regarding data privacy, you may contact our **Data Protection Officer (DPO)**:

**WILLIAM JONES M. ROSAL**

**Olongapo Wesley School, Inc.**

Address: 890 Rizal Avenue, East Tapinac, Olongapo City

Email: ows-dpo@ows.edu.ph

Contact Number: (047) 223 2804

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### 8. Updates to this Notice

Olongapo Wesley School, Inc. reserves the right to update or amend this Data Privacy Notice as needed. Any changes will be communicated through official school channels or posted on our website with the updated effective date.