



## PRIVACY STATEMENT

Your privacy is important to us. This Privacy Statement provides how the personal information you provided or we collected will be used and managed. We respect and value the personal information you entrusted us and we will abide by the spirit and principles of the Data Privacy Act of 2012.

As a condition for availing of our services, you are agreeing to this Privacy Statement of the Metals Industry Research and Development Center (MIRDC) and to the collection, use, storage, retention and destruction, access, disclosure, and sharing of your personal information as described in this Privacy Statement.

This Privacy Statement applies to all the services the Center offers.

### Collection

#### What personal information do we collect and hold?

Depending on the official transaction involved, we may collect the following types of personal information:

- identification details, such as your name, age or birth date, civil status, gender, signature, and photo;
- contact details, such as your residential or business address, email address, telephone number (work and/or home), or facsimile number;
- personal information contained in any emails entering and exiting our server; and
- unique identifiers, such as your government-issued identification card

In addition, in compliance with government issuances:

- if you are a job applicant --- the Personal Data Sheet requires you to fill in your educational background, employment information, work experience, government and professional examinations/passed, and trainings attended;
- if you are a supplier or contractor --- banking and financial details, such as your bank account details, financial statements, tax returns, licenses, or permits;
- if you are hired as a new employee, a contract of service or job order --- biometrics, health information, such as medical history, drug screen results, blood group details, medications, visual acuity, physical examination; and
- if you are an applicant for a technology license --- education, government-issued licenses or its denials, suspension or revocation, tax returns, current

position/designation at work, affiliation with other business and organizational affiliations.

## How do we collect your personal information?

Our frontline receiving personnel collects your personal information directly from you unless it is unreasonable or impracticable to do so. We collect personal information from you in the following ways:

- during discussions between you and our frontline personnel before the engagement of our services;
- when you participate in the procurement activities of the Center;
- when you or someone else sends us your resume/curriculum vitae or personal data sheet (PDS);
- when you complete/accomplish one of our forms or avail of any of our services, apply, sign in, or register as a visitor or researcher;
- through incident and internal investigations; and
- when you access and use our online presence.

We may also collect personal information from third parties, such as your employer (current and previous), universities and other educational institutions, your references as listed in your resume, and other DOST agencies or government and private entities.

## Use

### For what purposes do we collect, hold, use, and disclose your personal information?

We collect personal information to comply with the relevant laws and statutes, fulfill the Center's mandate, and provide the best possible quality of services to our stakeholders.

We collect, hold, use, and disclose your personal information for the following purposes:

- to establish communications with you, such as answering inquiries and providing information or advice about the technical services we offer, or to inform you of the status of your service request;
- to update our records/database and keep your contact details up to date;
- to process your service request, job application, or billing statements; and
- to assess your qualifications for availing of our technology-based programs, such as training, consultancy, and technology transfer;

## **Storage, Retention, and Destruction**

### **How do we store your personal information?**

We may store your personal information in documentary or electronic form. We will exercise physical security on those documents and electronic versions of the data contained therein. We will also take reasonable steps to destroy or permanently de-identify any personal information that is no longer needed for the purpose for which we collected it or to meet legal requirements. Documents will be kept secure in locked filing cabinets or locked offices and electronic versions of personal information will be kept secure in password-protected computer files.

### **How do we retain or dispose of your information?**

We have a Central Records Office that manages documented information in accordance with the rules and regulations on the retention and disposal of public records prescribed by the National Archives of the Philippines. Your electronically stored personal information in our database will be permanently stored or retained for a specific duration of time before deletion as approved by the designated responsible authority and in accordance with the policies issued by the National Archives of the Philippines.

## **Access**

### **Who may access your personal data and for what purpose?**

Only you the customer and the authorized personnel of the Agency shall be allowed to access your personal information, except for purposes contrary to law, public policy, public order, or morals.

### **How can you access and correct your personal information?**

You may request access to your personal information at any time, subject to any relevant legal requirements and exemptions, including identity verification procedures. As a prerequisite, we will ask for proof of identity and other relevant information as a security measure before locating and allowing data access.

In cases where certain personal information we possess is deemed incorrect, incomplete, or inaccurate, you may request us to amend it by sending us an email at [mirdc@mirdc.dost.gov.ph](mailto:mirdc@mirdc.dost.gov.ph) or through a written request to the attention of our Data Protection Officer, Metals Industry Research and Development Center, Gen. Santos Avenue, Bicutan, Taguig City. Data updates or corrections to your personal information will be free of charge.

## **Disclosure and Sharing**

### **To whom may we disclose your information?**

We do not share personal information with other government agencies, companies, organizations, and individuals outside of MIRDC unless one of the following circumstances applies:

**With your consent.** We will share personal information with other government agencies, companies, organizations, or individuals outside of the MIRDC when we have your consent to do so. We will require your consent before sharing any of your *sensitive personal information*.

**For legal compliance.** We may provide personal information in accordance with approved guidelines to other DOST Agencies or government entities to comply with the relevant law or statutes.

**For legal reasons.** We may also share your personal information with other government entities, organizations, or individuals outside of the MIRDC if we believe that disclosure of the information is necessary for legal reasons.

## Security Measures

### How do we secure your personal information?

To prevent unauthorized access or disclosure and to ensure the appropriate use of your information, we implement organizational, technical, and physical security measures to safeguard the information we collect and process.

For example:

- **Organizational Security Measures**
  - Appointment of a Data Protection Officer who oversees our compliance with the DPA, its IRR, and other related policies, including the conduct of a Privacy Impact Assessment, implementation of security measures, security incident and data breach protocol, and the feedback and complaints procedure.
  - a. Conduct trainings or seminars to keep personnel, especially the Data Protection Officer updated vis-à-vis developments in data privacy and security.
  - b. Documented procedures on control of document information are in place and are reviewed for adequacy and effectiveness.
- **Physical Security Measures**
  - c. All personal data being processed are stored in a storage/data room, where paper-based documents are kept in locked filing cabinets while the digital/electronic files are stored in computers provided and installed by the Agency where access is protected by a password.
  - d. Only authorized personnel are allowed access to the storage/data room.
- **Technical Security Measures**
  - We have installed a firewall on all its servers to prevent unauthorized access to our data.
  - We shall first evaluate and review software applications before their installation on our computers and devices to ensure the compatibility of security features with the overall operations.

# Data Subject's Rights<sup>1</sup>

## What are your rights as a Data Subject?

You are entitled to the following rights:

1. Be informed on whether your personal information shall be, is being, or has been processed.
2. Be furnished with the information indicated below before the entry of your personal information into our processing system, or at the next practical opportunity:
  - a. description of the personal information to be entered into our system;
  - b. purposes for which they are being or are to be processed;
  - c. scope and method of personal information processing;
  - d. the recipients or classes of recipients to whom they are or may be disclosed;
  - e. the period for which the information will be stored;the existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the National Privacy Commission.

Any information you supplied or declaration made to you on these matters shall not be amended without prior notification: Provided, That the notification shall not apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, or when the information is being collected and processed as a result of legal obligation;

3. Reasonable Access to, upon demand, the following:
  - a. Contents of your personal information that were processed;
  - b. Sources from which personal information was obtained;
  - c. Names and addresses of recipients of the personal information;
  - d. Manner by which such data were processed;
  - e. Reasons for the disclosure of the personal information to recipients;
  - f. Date when your personal information was last accessed and modified; and
  - g. The designation, name or identity, and address of the personal information controller.
4. Dispute the inaccuracy error in the personal information and have it corrected immediately and accordingly unless the request is vexatious or otherwise unreasonable. If the personal information has been corrected, we shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and retracted information by recipients thereof: Provided, That the third parties who have previously received such processed personal information shall be informed of its accuracy and its rectification upon your request;
5. Suspend, withdraw, or order the blocking, removal, or destruction of your personal information from our filing system upon discovery and substantial proof that the

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<sup>1</sup> NPC Privacy Toolkit, 3<sup>rd</sup> Edition.

personal information is complete, outdated, false, unlawfully obtained, used for unauthorized purposes, or is no longer necessary for the purposes for which they were collected; and

6. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal information.
7. Right to data portability where personal information is processed by electronic means in a structured and commonly used format, you have the right to obtain from us a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use.

## Changes in our Privacy Policy

Our Privacy Policy Statement may change from time to time. We will post any privacy policy changes on this page with an updated revision date. If there are significant changes in the Privacy Policy, we may notify you by other means, such as sending an email or posting a notice on our Agency website and/or social media pages before the effectivity of such changes.

## How You May Contact Us

For data privacy requests and concerns, you may contact or write to our Data Protection Officer:

**Ms. Lina B. Afable**  
Chief,  
Technology Diffusion Division  
Metals Industry Research and Development Center  
Gen. Santos Avenue, Bicutan, Taguig City  
Tel No: 88370431 to 38 loc 464  
[email add: lbafable@mirdc.dost.gov.ph](mailto:lbafable@mirdc.dost.gov.ph)