



## PRC DATA PRIVACY NOTICE

### PRIVACY STATEMENT

The Professional Regulation Commission (PRC) is committed to protecting your privacy and ensuring that all personal data collected are processed in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173), and pertinent issuances of the National Privacy Commission.

We shall provide specific information on how personal data are processed, and post separate privacy notices in appropriate formats whenever we collect personal data online through our transactional websites (i.e. LERIS, CPDAS, ACOAS, and CRMS), and manually through on-site transactions in PRC offices and offsite service centers.

The PRC assures the public that processing personal data will strictly follow the provisions of DPA, especially the general data privacy principles of Transparency, Legitimate Purpose, and Proportionality.

### PRC PRIVACY NOTICE

The Privacy Notice is made available in the physical offices and offsite service centers and in the static and transactional websites of the PRC. These functionalities enable the PRC to collect and process your personal information.

1. **DATA COLLECTED AND METHODS/MODES OF COLLECTION:** The PRC collects personal information either manually or electronically.

a) For online transactions, the following data are collected through direct encoding by the applicant or an authorized representative: information in the PRC transactional websites (i.e. LERIS, CPDAS, ACOAS, and CRMS).

- **LERIS:** Basic personal information like your complete name, date of birth, gender, civil status, photograph, specimen signatures
- **ACOAS:** Name/company name, email
- **CRMS:** Name, license number, birthdate, gender, profession, and employment
- **CPDAS:** Complete name, gender, civil status, license number, profession, birthdate, address, email address, mobile/telephone number, and company name

b) For manual collection, printed forms/documents are made available and are accomplished by the data subjects or their authorized representative/s. Details of specific information on personal information collected are made available on the face of the forms provided.

c) **Methods Utilized For Automated Access**

The PRC uses Google Analytics, a third-party service, to analyze our web traffic data, help us determine our website's engagement, and improve our website services and features. This service uses cookies. Data generated is not shared with any other party.

The following web traffic data are processed for this purpose:

- Your IP address
- The pages and internal links accessed on our site
- The date and time you visited the site
- Geolocation
- The referring site or platform (if any) through which you accessed this site

- Your operating system
- Web browser type

**2. PURPOSE OF COLLECTION AND USE OF DATA COLLECTED:** The PRC collects, uses, and stores personal information for the following purposes:

- To perform its mandate relative to the regulation and licensing of the various professions under its jurisdiction
- To provide better service and give the transacting public proper response/feedback
- To be able to provide the appropriate action that a data subject may require concerning their data privacy rights.

The PRC may use your contact information in order to send an e-mail and/or other communications regarding your status or updates about your transaction/s with us. We may also use your data for statistics, summaries, research and studies for the development of new markets and standards. The PRC will only retain personal data as long as it is utilized for its intended purpose.

**3. DISCLOSURE OF PERSONAL DATA:** The PRC only shares your information if required and allowed by law, in accordance with Sections 12 or 13 of the Data Privacy Act. PRC ensures that Data Sharing Agreements (DSAs) compliant with NPC requirements for data sharing are executed to ensure protection of personal data shared with third parties.

**4. DATA PROTECTION AND SECURITY MEASURES:** The PRC protects personal data collected by instituting protection measures aimed at minimizing the risks involved in data processing. It implements technical, organizational and physical security measures to protect your personal data against data breach, unauthorized or accidental access or disclosure, alteration or destruction.

- The **Technical Measures** include, among others: deployment and installation of firewalls, load balancer, file encryption, intrusion detection/prevention systems (IDS/IPS), conduct of vulnerability assessment and penetration testing, access controls, and data backup.
- The **Physical Security Measures** include, among others: Design of office space/work station (computers are positioned with considerable spaces between them to maintain privacy and protect the processing of personal data); Access procedure of agency personnel (only authorized personnel shall be allowed inside rooms where data are stored);
- The **Organizational Measures** include, among others: Data Minimization (only collect and processes personal information necessary for the specified purposes); Data Retention Policies (only retain personal data in electronic format, and only for as long as it is utilized for its intended purpose); Privacy Training for Employees; Appointment of DPO and reconstitution of Data Privacy Committee.

**5. STORAGE, RETENTION, AND DISPOSAL:**

The PRC ensures that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. The PRC implements appropriate security measures in storing collected personal information, depending on the nature of the information.

Personal Information manually collected (paper-based documents) are kept in secure locations/filing cabinets/boxes in locked rooms, accessible only to authorized

personnel. Digital/electronic files are stored in computers and servers/clouds protected by passwords and accessible to a limited number of authorized and trained personnel.

Data Retention Periods and Disposal are observed and conducted in accordance with policies/practices compliant with NAP (National Archives of the Philippines) guidelines and other applicable rules/issuances. Copies of NAP policy observed by PRC pertaining to data/documents retention and disposal may be accessed through clicking [HERE](#).

6. **RIGHTS OF DATA SUBJECTS:** Under the Data Privacy Act and related issuances, data subjects are entitled to the following rights:

- a. The Right To Be Informed
- b. The Right To Access
- c. The Right To Object
- d. The Right To Erasure or Blocking
- e. The Right To Damages
- f. The Right To File A Complaint Before the PRC
- g. The Right To Rectification
- h. The Right To Data Portability

You may file a claim for compensation if you believe that you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data or for violating your rights and freedoms as a data subject.

In case you think that your personal information has been misused, maliciously disclosed, or improperly disposed of or that your data privacy rights have been violated, you have a right to submit a complaint with the PRC, addressed to the PRC Data Protection Officer through the PRC CRMS accessible through this link: <https://crms.prc.gov.ph>.

7. **CHANGES TO THE PRIVACY NOTICE**

PRC reserves the right to update or revise this privacy notice at any time and will provide a new privacy notice whenever there are substantial changes. Prior versions of the privacy notice shall be retained by the PRC and shall be provided to data subjects upon request.

8. **DATA PROTECTION OFFICER CONTACT INFORMATION:** Any questions, complaints, or other concerns regarding data privacy may be submitted through the PRC CRMS link provided in number 6 above. The PRC DPO may also be reached through the email address and contact number listed below.

**Assistant Commissioner Lord Louis P. Valera**  
PRC Data Protection Officer  
Email Address: **[dataprotection.officer@prc.gov.ph](mailto:dataprotection.officer@prc.gov.ph)**  
Contact Number: **(02) 8736-4880**