

FREEDOM OF INFORMATION - PHILIPPINES

Privacy Notice

Effective **May 11, 2018**

In compliance with Republic Act 10173 or the Data Privacy Act of 2012, the **Freedom of Information - Philippines (FOI Philippines)** is committed to ensure that all personal data that you share with us is safeguarded and protected. Whenever you engage with us by using our services, such as visiting the FOI Philippines sites, filing a complaint, and/or requesting information, we may collect your personal data to allow us to identify you as an individual.

A “requestor of information” is a user of a service of FOI Philippines, who registers and shares his or her personal information through online and/or offline interactions with us in order to request for information. As a “requestor of information,” you will have to share your personal information with us, which allows identification of you as an individual and as a Filipino citizen (e.g., name, email, address, telephone number, affiliation, and citizenship).

This Privacy Notice outlines the personal data that we may collect about you and how we use it. FOI Philippines reserves the right to revise and update this Privacy Notice at any given time. We encourage you to visit this page regularly to become notified of any changes that may be implemented.

I. Coverage

This Privacy Notice applies to all personal data about you that we collect as we provide you with our services. By using FOI Philippines services (including FOI Philippines sites such as FOI.GOV.PH and FOI Philippines social media accounts) and providing us with your personal data, you accept all practices defined in this Privacy Notice. Please refrain from using FOI Philippines sites if you do not agree with this Privacy Notice.

II. Data Collection

FOI Philippines may collect your personal data through various sources, which include 1) Online and electronic engagements with FOI Philippines (e.g., eFOI portal, email, text messaging, phone call, fax, and other electronic means; FOI Philippines sites and programs; or third-party social media and network channels) and 2) Offline engagements with FOI Philippines (e.g., face-to-face inquiries, hard copy of the FOI Philippines Standard Request Form, and other direct transactions).

A. General Information That You Provide Us

The personal data you provide us with your consent and for a specific purpose may include your contact information (e.g., name, mailing address, and phone number); demographic profile (e.g., age, sex, education level, marital status, income, and location); login information as FOI Philippines account user (e.g., username, email address, password, and answers to security questions); your comments and feedbacks on our services; and other content data that you upload to any of our sites and/or provide to us offline.

B. Information We Collect From Third-Party Sources

When we provide you with our public services, we may collect data about you from other government agencies and other relevant and legitimate third-party sources where you have given consent to disclose any information about you and where otherwise lawfully permitted.

C. Information on Children

FOI Philippines does not seek, obtain, and keep on record personal data of individuals below 12 years of age, unless the information has been directly provided by, and with explicit consent of, the individual's parent or guardian. If such data has been inadvertently collected, it will be immediately removed from our records.

D. Information We Collect Through Cookies and Other Similar Technologies

FOI Philippines uses cookies and other similar technologies to collect and track device and usage information when you engage with us by using our sites.

Cookies are small text files stored in your device whenever you visit any of our sites. These primarily provide us information about your browsing history and previous activities on our sites. The information we collect allows us to improve our sites' functionality and makes our sites easier for you to use.

Cookies and other similar technologies neither collect data stored in your device nor transfer viruses, spyware, or malware to your device. You can manage these technologies by setting your browser or device to block, remove, or disable them. However, our sites may not function effectively on your device when you perform these options.

E. FOI Philippines Portal or (eFOI portal) Utilization

FOI.GOV.PH uses a technology to collect standard internet log information and details of our visitor behavior patterns. We use this technology to monitor the site's statistics, such as the number of visitors, total requests, and all data that fall under the eFOI portal statistics page, which you can visit at: <https://www.foi.gov.ph/statistics>. We receive this information in a way that does not identify anyone. We also neither make nor allow any third-party attempt to find out the identities of those visiting our website.

FOI Philippines only collect personally-identifiable data through our website when the user logs-in, as they use FOI Philippines' services. Upon doing so, it will be clear to the user that his or her personal information will be collected for all the purposes it may serve, as explained in the eFOI portal's Terms of Agreement.

F. Information That You Provide Us Through an FOI Request

Whenever a Filipino citizen applies for a request via standard form or the eFOI portal, or engages with FOI Philippines in any way possible, FOI Philippines may collect personal data about him or her from a variety of sources, with examples as specified above (Part II of this document).

Once your request for information is deemed valid by the government agency you have applied to, the information from your application will be used by the agency to deal with your application as set out in Executive Order No. 2 of 2016. If the agency gives you access to a document, the document may be published online in the agency's disclosure log, along with your name and the date you applied.

G. Information That You Provide Us Through a Complaint

When a user submits a report to us regarding any request that we post publicly, whether denied or granted, we collect the information of the said user using an online reporting tool that is hosted by FOI Philippines' electronic portal. When we receive a complaint report from a user (such as through a "Report Request" in the eFOI Portal), we make up a file containing the details of the report, which normally contains the identity of the complainant and any other individual involved in the report.

The personal data we collect (through a variety of sources, with examples as specified in Part II of this document) are used, only to process the report and to check on the level of service we provide. We compile and publish statistics showing information like the number of reports we receive or the success rate of the requests, but not in a form that identifies anyone. We usually have to disclose the reporter's identity to whoever the report is about, for it may be impossible to handle an anonymous report. We will do our best to respect the user. If a reporter doesn't want information identifying him or her, however, disclosure may be inevitable depending on a case-to-case basis.

III. Why and How We Use Your Personal Data

FOI Philippines collects and uses personal data to verify your identity, only as necessary and for a specific purpose, which is primarily to process the request/s that you submit to us. The information you provide on the FOI form (standard or electronic) will be used by the agency you have applied to, to deal with your application as set out in Executive Order No. 2 of 2016. You may be required to provide certified copies of identity or other documents in order for us to process your application. It is therefore recommended that you contact the relevant FOI officer to arrange this.

FOI Philippines may use your personal data for the purpose of 1) processing, responding to, or informing you about the status of your request/s; 2) creating and maintaining your account/s with us; 3) providing and improving public services (e.g., responding to your questions, comments, and feedbacks about our services); 4) promoting citizen engagement, primarily through third-party social networking platforms such as Facebook; or 5) other specific purposes, such as in conducting research and various studies to understand you better as user of our services.

IV. Sharing of Personal Data with Third-Parties

FOI Philippines may share your personal data with third-party entities for specific purposes, but only in compliance with all applicable laws and best practices. We do not disclose your personal data to third parties other than as follows:

1. Related government agencies, affiliates, and other partners for legitimate public service purposes or as part of your transaction or involvement in any activity with them;
2. Contracted service providers that act on our behalf;
3. As a response to lawful requests and in compliance with legal requirements and processes; and
4. FOI Philippines' merger with, acquisition by, or transfer to another agency.

V. User's Rights

Pursuant to the Data Privacy Act of 2012, you have the right to appropriate control over your personal data and ensure its accuracy and integrity upon your disclosure. You also have the right to file complaints with the National Privacy Commission in relation to the collection, processing, and use of your personal data.

You have the right to access information about you and correct any personal information you deem inaccurate. You also have the right to revoke your consent to any transaction or engagement with FOI Philippines. You may exercise control over your personal data by accessing any of your accounts with FOI Philippines or by sending us a request at foi@pco.gov.ph.

VI. Data Retention and Security

FOI Philippines is committed to keeping your information safe, secure and protected from unlawful and unauthorized access, alteration, deletion, and disclosure through the following technical measures:

1. Providing secure operating environments for data collection, use, and storage;
2. Identity authentication prior to account access via login ID and password.

FOI Philippines will only retain your personal data only as necessary and for a specified purpose.

VII. Contact FOI Philippines

FOI Philippines implements measures to ensure that your personal data is protected and lawfully processed. Should you have questions, comments, requests, or concerns regarding your personal data and how we use it, please contact us by

1. phone at +632 588 0691;
2. email at foi.pco@gmail.com or foi@pco.gov.ph; or
3. mail at FOI-PMO, Presidential Communications Operations Office, New Executive Building, J.P. Laurel, Malacañang, Manila.

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