

# PHASE 2 REGISTRATION

PROPERTY OF NATIONAL PRIVACY COMMISSION

# List of Registered Data Protection Officers (DPO)

as of 1/15/2018 3:31:09 PM

# List of Registered Data Protection Officers (DPO)

as of 1/15/2018 3:31:09 PM

According to Sector (alphabetical)

According to Count (highest to lowest)

QUICK STAT

QUICK STAT

SECTOR	COUNT	SECTOR	COUNT
Academe	502	Services	629
Association	40	Academe	502
Auditing Firm	3	Retail	370
Bank	296	Hospitality and Tourism	337
Business Process Outsourcing	242	Real Estate	331
Construction	13	Bank	296
Consultancy	5	Health	293
Cooperative	29	Manufacturing	283
Direct Marketing	5	Business Process Outsourcing	242
Entertainment	16	Utilities	223
Financial Institution	194	Financial Institution	194
Foundation	24	Transportation and Logistics	156
Health	293	Labor	135
Hospitality and Tourism	337	Marketing	108
Institution	13	National Government Agencies	107
Insurance	97	Insurance	97
Labor	135	Association	40
Law Firm	35	Media	38

Law Firm	35	Media	38
Local Government Unit	8	Pharmaceutical	38
Manufacturing	283	Law Firm	35
Marketing	108	Cooperative	29
Media	38	Foundation	24
Mining	21	Mining	21
National Government Agencies	107	Telecommunications	20
Non Government Organization	2	Entertainment	16
Pharmaceutical	38	Research	16
Publishing	11	Construction	13
Real Estate	331	Institution	13
Religion	12	Religion	12
Research	16	Publishing	11
Retail	370	Local Government Unit	8
Services	629	Consultancy	5
Social Media/ Media	1	Direct Marketing	5
Telecommunications	20	Auditing Firm	3
Transportation and Logistics	156	Non Government Organization	2
Unclassified	1	Social Media/ Media	1
Utilities	223	Unclassified	1
<b>TOTAL</b>	<b>4,654.00</b>	<b>TOTAL</b>	<b>4,654.00</b>

# Common Problems encountered by NPC on Phase 1 Registration

- Incomplete DPO Form
- Not legible DPO Form
- For Common DPO: same email addresses for subsidiaries of Main DPO
- Non-submission of DPO Form

# Five (5) Common Phase 2 Registration Myths (Data Processing Systems)

- ❖ Very tedious
- ❖ Requires entering of Personal Information
- ❖ Requires uploading of files
- ❖ Requires a lot of time
- ❖ Only the main business core should be included
- ❖ Phase 1 and Phase 2 Registration is equivalent to Compliance

# Email Format for Confirmation To DPO:

Dear Company ABC,

Welcome to the NPC's Data Processing System Online Registry.

Your application has been successfully verified.

Please ensure that you have read and acknowledged the privacy policy and the terms and conditions provided before proceeding to Phase 2.

Activate your Phase 2 Registration Access

ACTIVATE

To activate, CLICK

Or, click on the link below. (If link is disabled, please copy/paste the link in to web browser)

Insert link

Your registration is about to begin.

Warm Regards,



Contact us anytime : [register@privacy.gov.ph](mailto:register@privacy.gov.ph)

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# Email Format for Confirmation to Head of Agency:

Dear Company ABC,

Welcome to the NPC's Data Processing System Online Registry.

Your application has been successfully verified.

Please ensure that you have read and acknowledged the privacy policy and the terms and conditions provided before proceeding to Phase 2.

Instructions on how to proceed to Phase 2 has been sent to the email address provided by your designated Data Protection Officer (DPO).

Warm Regards,



Contact us anytime : [register@privacy.gov.ph](mailto:register@privacy.gov.ph)

# ACTIVATE YOUR ACCOUNT

www.register.privacy.gov.ph



## Activate your Account

A text message with a 6-digit access code was just sent to \*\*\*\* \*12

NEXT

[Help](#)

[Privacy](#)

[Terms](#)

### Start your registration with National Privacy Commission

Register Now!

#### Welcome to NPC Data Processing System!

The Personal Information Controller or Personal Information Processors that employ more two hundred and fifty (250) persons shall be required to register.

Personal Information Controllers or Personal Information Processors that have less than 250 employees are also **required** to register if:

- The processing carried out is likely to pose a risk to the rights and freedoms of data subjects;
- The processing is not occasional(more than once a year); or
- The processing includes sensitive personal information of at least one thousand (1,000) individuals

To know more about the registration, [click here](#).







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Sign in to access the DPS Online Gallery

[Reset password?](#)

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DATA PROCESSING SYSTEM

ONLINE REGISTRY

PRIVACY.GOV.PH

Organization Info

DPO Info

My Compliance

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Compliance Documents

Data Processing Systems

Do you have the following documents implemented in your organization?

By checking the boxes below, the Commission will assume that you have the following files ready whenever the Commission asks for a copy.

Title	Yes / No	Date Approved	Date of Last Revision
Information Security Policy	<input checked="" type="checkbox"/>	01/15/2018	01/15/2018
Data Privacy Policy	<input checked="" type="checkbox"/>	01/15/2018	01/15/2018
Data Privacy Manual	<input type="checkbox"/>	01/15/2018	01/15/2018

Save Policies

State other policies

Add a Policy

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### Add your Company Policy

Title

Date Approved

01/15/2018

Date of Last  
Revision

01/15/2018

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### Add your Company Policy

Title

Privacy Notice

Date Approved

01/15/2018

Date of Last  
Revision

01/15/2018

Create

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Save Policies

State other policies

Add a Policy

Title	Date Approved	Date of Last Revision	Actions
Privacy Policy for Clients	01/01/2018	01/15/2018	<a href="#">Edit</a> <a href="#">Delete</a>
Privacy Notice	01/15/2018	01/15/2018	<a href="#">Edit</a> <a href="#">Delete</a>

State your certifications

(i.e. ISO 27001, COBIT 5 or any equivalent ICT Certification within your organization)

Add a Certification

Title	Date Certified	Date of Expiration	Actions
ISO 9001	01/01/2018	01/01/2019	<a href="#">Edit</a> <a href="#">Delete</a>
COBIT	01/02/2017	01/16/2018	<a href="#">Edit</a> <a href="#">Delete</a>

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### Add your Company Certification

Title

Date Approved

Date of Expiration

Create

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### Add your Company Certification

Title

Date Approved

Date of Expiration

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Calendar widget showing Jan 2018 with the 15th selected.

< Jan 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Compliance Documents

Data Processing Systems

### Data Processing Systems

Register a Data Processing System

Name


Purpose


Actions


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



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## Add a Data Processing System

Name of Data Processing System

Human Resource Information System

Managed as

PIC

PIP

Both

Type of DPS

Manual / Paper-based

Automated

Both

Does the process involve fully automated decision making?

Yes

No

Will the decision significantly affect the data subject?

Yes

No

Purposes of the Data Processing System

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Purposes of the Data Processing System

It runs reports and enter plans into the system to help with succession. The Human

Is the system subcontracted / outsourced?

Yes

No

Is there any subcontracting agreement?

Yes

No

PIP name

Email

Contact No

Address

Function

Save

PIP Name	Email	Contact No	Address	Function	Actions
Name	abc@xyz.com	123-456	never ever land	f(x)	Delete

Description of Data Subjects

Employees

Students

Clients

Patients

Others

Input other data subject

Purposes of the Data Processing System

It runs reports and enter plans into the system to help with succession. The Human

Is the system subcontracted / outsourced?

- Yes
- No

Description of Data Subjects

- Employees
- Students
- Clients
- Patients
- Others

Input other data subject

To whom will the personal data be disclosed?

Government Agency

Input name

Add

Agency Type

Agency Name

Actions

Government Agency

Name

Delete

Will personal information be transferred outside the Philippines?

- Yes
- No

✓ Submit

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End



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