

City of Parañaque
Business Permits and Licensing Office

DATA SUBJECT ACCESS, ALTERATION, AND/OR COMPLAINT FORM

Updated as of 01 August 2023

This form shall be completed if you are requesting access and/or alteration to your personal information held by the BPLO - Parañaque City under the *Data Privacy Act of 2012*. This information requested will enable us to confirm and evaluate the identity of the requesting individual or business entity.

A. CONTACT DETAILS OF THE REQUESTER

FULL NAME	
ADDRESS	
TELEPHONE / MOBILE NUMBERS	
EMAIL ADDRESS	

If you may have been known to us by a different name, or at a different address, please provide these details and dates to which it may apply below:

--

Are you the Data Subject (i.e., the person whose Personal Data is being requested)? Kindly check below:

YES		BPLO - Parañaque City is required to ensure that the information it processes is secure. We can only release data if data subject satisfies the information provided. To confirm the identity of the data subject, please provide us a copy of one (1) primary government-issued identification card
NO		Are you acting on behalf of the Data Subject with their express permission, or with appropriate legal authority? Please enclose proof of the Data Subject's identity as described above and proceed to the next section of this form.

Is the Data Subject a current or former employee of the BPLO - Parañaque City?
If yes, please provide details:

FULL NAME:	
------------	--

B. DETAILS OF THE DATA SUBJECT (If different to the details provided above)

FULL NAME	
ADDRESS	
TELEPHONE / MOBILE NUMBERS	
EMAIL ADDRESS	
Legal status in relation to the Data Subject (if you are not the Data Subject please briefly describe your relationship with them (e.g. legal advisor, insurer, spouse, parent, etc.) and explain why you are making this information access request on their behalf. This should be supported by an appropriate letter of consent from the Data Subject where this is possible).	

C. HELP US FIND YOUR INFORMATION

If you only require CCTV images, please tick here	
If you are requesting CCTV, please include as much detail as possible as applicable	

D. INFORMATION TO ACCESS AND/OR ALTER

The Data Privacy Act allows BPLO - Parañaque City to request you to supply the information it reasonably requires to process your application. To help us with our search, please try to specify in the section below, the information you desire to access and/or alter. If you wish to see and modify only certain specific document(s), for example a particular report, a specific departmental file, etc., please describe these below: (Please continue on a separate sheet if necessary)

--

E. COMPLAINT

The Data Privacy Act allows BPLO - Parañaque City to request you to supply the information it reasonably requires to process your complaint. Please provide us with the specific details of your complaint. (Please continue on a separate sheet if necessary)

--

F. DECLARATION

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for the BPLO - Parañaque City to confirm my identity (or that of the Data Subject) and/or locate relevant personal information.

SIGNATURE	
FULL NAME	
DATE	

G. SUBMISSION OF DATA SUBJECT ACCESS, ALTERATION, AND/OR COMPLAINT

Once complete, please file with the DPO three (3) printed copies of the signed form enclosed in a sealed and labeled envelope (whether Access, Alteration, and/or Complaint), or send in portable document format (PDF) to DPO@paranaquecity.gov.ph

Kindly address to:

ATTY. MELANIE T. SORIANO - MALAYA
Data Protection Officer
City of Parañaque
G/F City Hall Building
San Antonio Avenue, Parañaque City

H. DISCLAIMER

Please note that under the Data Privacy Act of 2012, the BPLO - Parañaque City reserves the right to withhold information that relates to, or identifies, other third parties. The BPLO - Parañaque City may also withhold information that is exempt from disclosure under the said Act.

In response to your request, the BPLO - Parañaque City may provide information to you. This will contain information that is personal to you. Upon receipt, it becomes your responsibility; the BPLO - Parañaque City takes no responsibility for any subsequent actions. For inquiries, please contact the **Data Protection Office - Parañaque City at tel. nos. (02) 8829.0852 or via email at DPO@paranaquecity.gov.ph**