

City of Parañaque
Business Permits and Licensing Office

DATA PRIVACY NOTICE

Updated as of 01 August 2023

A. PERSONAL INFORMATION

The BPLO - Parañaque City collects personal information from you when you manually or electronically submit the following, but not limited to: Full Name, Address, Email Address, Employment Information, Face/photo, fingerprints, or handwriting and Contact Details

B. PURPOSE

All information we collect shall be kept private and confidential by the BPLO - Parañaque City and shall be used solely for legal purposes as mandated by the Republic Act No. 10173, otherwise known as the "*Data Privacy Act of 2012*", including its Implementing Rules and Regulations (IRR) and other relevant laws. Information that are matters of public interest, however, may be disclosed to the public subject to applicable laws, rules, and regulations.

C. COLLECTION

Personal information may be collected strictly through the BPLO Business Permit Application Form or through the online Business Permit and Licensing System (BPLS)

D. PROCESSING

Personal information will only be processed to establish a databank which shall be a source of all information necessary for project monitoring, conduct business-related survey and research/policy studies, and information dissemination campaigns in accordance with the principles of transparency, legitimate purpose, and proportionality in accordance with the *Data Privacy Act of 2012* as well as all other guidelines and issuances by the National Privacy Commission (NPC).

E. STORAGE AND ACCESS

All personal information collected will be stored and managed by the City of Parañaque and Business Permits and Licensing Office. Access to personal information is restricted only to concerned staff who are authorized to access such.

F. SHARING

Personal information may be shared with third-party entities subject to compliance with data privacy laws and issuances.

G. RETENTION AND DISPOSAL

Personal information is stored until necessary; after which, personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public, or prejudice the interests of the data subjects.

H. PROTECTION MEASURES

Only authorized BPLO personnel has access to these personal information, the exchange of which will be facilitated through email and hard copy. Storage shall be within a period as may be authorized and prescribed by relevant laws under the National Archive of the Philippines. Physical records shall be disposed through shredding, while digital files shall be anonymized.

I. DATA SUBJECT RIGHTS

Pursuant to the Data Protection Act of 2012, data subjects have the right to object to processes that concern their personal information. They also have the right to have access to, rectify, or request for erasure or blocking of the submitted information. They may also request to obtain a copy of their personal information and electronically move, copy, or transfer their data in a secure manner.

If any of their data privacy rights have been violated, they may file a complaint with the NPC and may be indemnified for any damages sustained from such violations.

J. CONTACT US:

For data privacy concerns and/or feedback regarding this data privacy notice, please fill out the Data Access, Alteration, and/or Complaint Form and file with the Data Protection Officer three (3) printed copies of the form enclosed in a sealed and labeled envelope (whether Access, Alteration, and/or Complaint). Kindly address it to:

ATTY. MELANIE T. SORIANO - MALAYA

Data Protection Officer
Ground Floor, City Hall Building, San Antonio Avenue
Parañaque City
Landline nos. at (02) 8829.0852
or via email at DPO@paranaquecity.gov.ph

Or you may send in portable document format (PDF) a copy of the form to DPO@paranaquecity.gov.ph

Rest assured that BPLO - Parañaque City implements strict security controls to protect personal information.