

DATA PRIVACY NOTICE

Privacy Statement

This privacy statement is effective as of July 24, 2024. Please note that this privacy statement will be regularly updated to reflect any changes in the way we handle your personal data.

As the national body responsible for coordinating and monitoring health research activities in the country, the Philippine Council for Health Research and Development of the Department of Science and Technology (DOST-PCHR) is committed to fulfilling its mandate while implementing safeguards to guarantee the privacy of personal information in compliance with Republic Act 10173, also known as the Data Privacy Act of 2012.

Scope and Limitations

This privacy notice applies to all personal data processing activities of DOST-PCHR, including but not limited to data collection, use, sharing, and retention related to our programs and projects, such as Health Research and Development, Research Utilization, Policy Research, and Capacity Building.

Personal Data Collected

We will collect the following personal information during registration, either online or onsite in our databases, systems, events or as part of the documents submitted to PCHR for our grants services:

- Name
 - Contact Number
 - Email Address
 - Affiliation
 - Birthdate/ Age Bracket
 - Sex
 - Signature or Electronic Confirmation
 - Academic Background
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- Work History (All other personal information indicated in the submitted Curriculum Vitae or Resume)
 - Photo documentation of events which may or may not include you.

Data Collection Purpose

Your name, contact number, email address, and address shall be used as a reference so we may communicate with you. Affiliation, birthdate/age bracket, and sex shall be used to generate statistics for assessing the results of an event or as part of analysis for trends on the demographics of clients availing our services. .

Academic background, professional services, work history, and all other personal information indicated in your submitted Curriculum Vitae/Resume shall serve as part of our evaluation of your terms of reference pertinent to an activity or application for a grant service.

Your signature/electronic confirmation shall serve as means to validate your actual presence and secure your consent for us to process your personal data. Event photos which you may be included shall be used for reports and promotional materials.

Legal Basis for Processing

We process personal data based on your consent, compliance with legal obligations, and the necessity for the performance of our mandate and official functions.

Data Processing and Retention

All intellectual properties resulting from DOST-funded/-monitored programs/projects, including all other related activities which may involve discussion of results or future undertakings, shall be treated with utmost confidentiality. In cases of external evaluation purposes and alike, a Non-Disclosure Agreement (NDA) shall be enforced to external parties in acknowledgement of the relationship among concerned parties to protect the confidential information resulting from its disclosure. Confidential information shall mean know-how and data, technical or non-technical, and other information, disclosed by the concerned parties, whether provided by means of oral, written, graphic, photographic, or any form.

The NDA shall come into force upon signing and shall remain in force for the duration of the activity and shall remain in force thereafter for one year, or until an intellectual property (IP) application is filed for the Technology, whichever comes sooner.

Attendance sheets are required supporting documents when liquidating expenses under the Government Accounting Manual (GAM) of the Commission On Audit (COA).

All personal information shall remain confidential and will be used only for the specified purpose. They may be shared in hard/soft copy with appropriate security measures. These shall also remain with DOST-PCHRD in accordance with National Archives of the Philippines (NAP) General Circular No. 1, Rules and Regulations Governing the

Management of Public Records and Archives Administration and General Circular No. 2, dated January 20, 2009, Guidelines of the Disposal of Valueless Records in Government Agencies, unless data subjects agree to have them updated before its scheduled disposal.

Data Sharing and Disclosure

DOST-PCHRD may share your personal data with:

- Government agencies and third parties as required by law; and
- Service providers who assist us in our operations, under strict confidentiality agreements.

Security Measures

The Council implements technical, organizational, and physical security measures to protect personal data from unauthorized access, alteration, disclosure, or destruction.

These measures include:

- Use of secure servers and encryption;
- Access controls and authentication procedures; and
- Regular security assessments and audits.

Your Rights as a Data Subject

As provided by the Data Privacy Act, you may object to the processing of your personal data, request access to your personal information, and/or have it corrected, erased, or blocked, and even withdraw your consent on reasonable grounds.

For the details of your rights as a data subject, you can visit the National Privacy Commission website at <https://privacy.gov.ph/> or get in touch with our Data Protection Officer through the contact details below.

Email Address: dpo@pchrd.dost.gov.ph

Office Address: Saliksik Building, Science Community Complex Gen. Santos Ave., Bicutan Taguig City, 1631