



Privacy Notice and Consent

This privacy notice will help you to understand what the Human Resource Information System collects about you, how system uses this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This notice applies to individual persons who are employed in the Provincial Government of Davao de Oro. This notice does not form part of any contract. This notice can be updated at any time.

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name, address, email address, health status, religion, ethnicity, etcetera. Data Processing includes the collection, use, and storage of data.

The data controller and data processor is Provincial Human Resource Management and Development Office and the Information Technology and Communication Development Division of Davao de Oro. Data from the system may be provided to local departments for their official use in form of summaries only.

The Data Protection Officer for Davao de Oro can be contacted using the contact details below:

Atty. Maria Cor Reyna M. Mutoc
Attorney IV
Provincial Legal Office
Cabidanan, Nabunturan, Davao de Oro
Email: DPO@davaodeoro.gov.ph
Phone: 09177147589

- 1. What data does Davao de Oro collect and why:** Your personal information is collected for processing of appointments, payrolls, remittances, certifications, and other human resource development reports.
- 2. The lawful basis for processing your data:** Davao de Oro processes your personal data for the purposes of the legitimate interest pursued by Davao de Oro. By utilizing

the HRIS system and providing your personal data you consent to Davao de Oro processing your personal data for the purposes stated above.

3. **Your rights:** You have the following rights regarding your personal data:
 - you have the right to request access to your data
 - you have the right to correct your data if it is incorrect
 - you have the right to obtain from the controller the erasure of your data
 - you have the right to object to your data being processed

If you wish to exercise your rights, please contact the Data Protection Office above.

4. **Failure to provide your personal data:** If you do not provide all the requested personal data then you may be able to avail of services requiring your information.
5. **Data Transfers:** Data may be provided to local departments for their official use in form of summaries, graphs, maps, and lists.
6. **How long we keep your personal data:** Personal data collected and retained in the databases perpetually.
7. **The use of automated decision making:** Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).
8. **Change of purpose:** We will only process your personal data for the purpose for which we collected it.
9. **Changes to this privacy notice:** We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes.
10. **How to lodge a complaint:** If you have a complaint regarding the processing of your personal data then please contact the Data Protection Officer listed above. A complaint can also be lodged with your local/regional Data Protection Authority.