



Republic of the Philippines
Province of Ilocos Norte

MUNICIPALITY OF BACARRA

Tel. #: (077) 670 – 3100; Fax #: (077) 670 - 3265

E-mail: lgubacarra@yahoo.com; Webpage: www.lgubacarra.com



PRIVACY POLICY

The Municipal Government of Bacarra is committed to fully protect your personal data privacy in compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (DPA).

We shall detail the manner in which we process your personal data and provide a separate privacy policy in an appropriate format and manner whenever we collect personal data through other channels.

In all instances, we assure you that processing your personal data will strictly follow the provisions of DPA, especially the general data privacy principles of Transparency, Legitimate Purpose, and Proportionality.

This Privacy Policy is for the processing and collection of information related to the use of LGU Bacarra's Official Website – www.lgubacarra.com

Data Collection and Use

We collect the following personal data from you when you manually or electronically submit to us your inquiries or requests:

- Name
- Email Address

The personal data are collected to achieve the following purposes:

- For documentation and processing of inquiries and requests, enable the LGU to properly address these and forward to the appropriate offices for action.
- For feedback purposes.
- For provide you the necessary response or update on any action taken by the LGU in relation to your inquiry or request.
- To provide the appropriate action you may require concerning your data privacy rights.

Disclosure of Personal Data

Personal data under the custody of the municipality shall be kept confidential and used by LGU Bacarra for internal record keeping and processing needs.

Your personal information shall never be sold, traded, or otherwise transferred to unaffiliated third parties without your permission, subject to the provisions of principles of transparency, legitimate purpose, and proportionality.

Data Protection and Security Measures

We safeguard the confidentiality, integrity, and availability of your personal information by maintaining a combination of organizational, physical, and technical security measures based on generally accepted data privacy and information security standards. Among the measures we implement are the following:

- Policies on access control in both digital and physical infrastructures to prevent unauthorized access to personal information.
- Acceptable use policies
- End-to-end encryption and data classification whenever suitable.
- Security measures against natural disasters, external access, and similar threats.
- Technical measures to protect our computers and databases against accidental, unlawful, or unauthorized usage, interference, or access.

Storage, Retention and Disposal

We store files containing personal information in our computers and servers, which are kept in a secure environment. Personal data shall be stored in a database for three (3) years. After which, records shall be disposed of securely. In all instances, our manner of disposal shall ensure that the personal information shall no longer be retrieved, processed, or accessed by unauthorized persons.

Rights of a Data Subject

Under the DPA, you have the right to be informed regarding processing the personal information we hold about you.

Further, you may be entitled to request:

- Access to personal data we process about you. It is your right to obtain confirmation on whether or not data relating to you are being processed;
- Rectification of your personal data. This is your right to have your personal data corrected if it is inaccurate or incomplete;
- Erasure or order blocking of your personal data whenever warranted;
- The right to object if the personal data processing involved is based on consent or on legitimate interest;
- The right to data portability through which you may obtain and electronically move, copy, or transfer your data securely for further use.

You may claim compensation if you believe you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data or for violating your rights and freedoms as a data subject.

Suppose you think that your personal information has been misused, maliciously disclosed, or improperly disposed of or that your data privacy rights have been violated. In that case, you have a right to file a complaint.

Changes to this Privacy Policy

This Privacy Policy may be updated and changed from time to time. The most current version shall be posted on our website, and the date of latest revision will be indicated.

Contact Us

For questions or concerns about this Privacy Policy, please contact our Data Protection Officer, Christian R. Buted thru mobile 0917-193-0047.