




Republic of the Philippines
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AUTHORITY**



Data Privacy Manual


Version 1.0 s. 2020

June 03, 2020

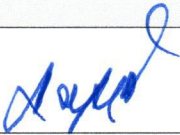


	Title: Data Privacy Manual		Document No. TESDA- DPA-01
Prepared by: ROMO - MITD	Approved by:	Date Issued: 06.03.2020	Page: 2 of 58

Document Review and Approval

Version History

Version	Author	Date	Signature	Revision
1.0	Lourdes F. Castante Noemie S. Valois	02.14.2020		Initial draft of the Data Privacy Manual

Approvals

	Name	Date Reviewed/ Approved	Signature
1	Sec. Isidro S. Lapeña	6/3/2020	
2	DDG Lina C. Sarmiento	6/3/2020	
3	Dir. Angelina M. Carreon	6/3/2020	


	Title: <p style="text-align: center;">Data Privacy Manual</p>	Document No. TESDA- DPA-01
Prepared by: ROMO - MITD	Approved by:	Date Issued: 6.03.20
		Page: 3 of 58

Table of Contents

Executive Summary	4
Overview of Privacy Legislation	5
Definition of Terms	6
Scope and Limitations	10
Further Guidance	11
Data Protection Principles	12
Consents	14
Transfers to Third Parties	15
Disclosures at the Time of Data Collection	16
Processing of Personal Data	18
Security Measures	22
Breach and Security Incidents	28
Inquiries and Complaints	29
Effectivity	31
Appendices	32