## PRIVACY NOTICE

The Technical Education and Skills Development Authority (TESDA) commits to the protection of your personal information and upholding of your privacy. Any data processing activities adhere to the data privacy guiding principles on legitimate purpose, transparency and proportionality prescribed in the Data Privacy Act of 2012 and its IRR.

Your personal information is collected and processed, manually or by automated means, to facilitate the provision of requested services, addressing inquiries and/or complaints and documentation. The Authority may likewise collect and process personal information of third parties who may enter its facilities such as video recordings, and other basic information for record purposes and security.

The disclosure and sharing of your personal information shall only be upon your request or consent, or as required by law, with relevant public or private persons, offices or entities.

All forms containing personal information shall be stored and disposed in accordance with the TESDA Records Retention and Disposition schedule duly sanctioned by the National Archives of the Philippines.

As our data subject, you may avail yourself of the guarantees provided by Section 16 of the Act which includes the rights to information, access, data portability, rectify, erase or block, object, file a complaint and payment of damages.

For more information, please contact or visit:

## The TESDA Data Protection Officer

TESDA Central Office $5^{\text {th }}$ Floor Administration Bldg., TESDA Complex, East Service Road, South Superhighway, Fort Bonifacio, Taguig City

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