

# Privacy Policy

## 1. Introduction

The Department of Science and Technology Regional Office VII (DOST VII) operates <http://region7.dost.gov.ph/> (this “site”).

This page informs you of our policies regarding the collection, use, storage, disclosure and disposal of personal data we receive and collect from the users of this site, as well as those who:

- a. Contact our landline/telefax at (032) 254-8269, 414-7477, 414-7577, 418-9032;
- b. Email us at [records@region7.dost.gov.ph](mailto:records@region7.dost.gov.ph); and
- c. File applications, complaints, submit inquiries, avail laboratory services, submit bidding documents and submit project proposals.

We are committed to ensuring that your personal data are protected and secured. Should we ask you to provide certain information by which you can be identified; you can be assured that it will only be used in accordance with this Privacy Policy.

We only use your information for providing the services pursuant to our mandate. By using this site and availing of our services, you agree to the collection and use of your personal data in accordance with this policy.

## 2. Collection and Use of Personal Data

Personal data refers to all types of personal information.

Personal information refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

We may collect the following types of personal data from you:

- 1.Statement of all government and private contracts completed for the last 2 years
- 2.Current net worth or net working capital

We may obtain these personal data through the following means and methods:

1. Receiving communications thru fax
2. Receiving project proposals
3. Receiving bid documents
4. Receiving request for laboratory services
5. Receiving complaints and inquiries thru [records@region7.dost.gov.ph](mailto:records@region7.dost.gov.ph)

We are required to collect some of this information by virtue of the following laws, rules, regulations, and issuances:

1. RA 9184 (Government Procurement Law)

We require the information enumerated above to understand your needs and provide you with the best service, in accordance with our mandate, and in particular for the following reasons:

1. SETUP Guidelines
2. Grant In Aid Guidelines

### **3. *Data Sharing***

We may share your personal data with the following government agencies/private entities for the following purposes:

Name of Agency	Purpose of Data Sharing
1. PHILGEPS	Public Bidding Announcement

### **4. *Information Control and Limitation***

You may request for a copy of any personal data we hold about you, and have it corrected or revised if you think it is inaccurate or incomplete.

If you wish to request for a copy of your personal data, or have it corrected, please reach out to us through our contact information found below.

We will promptly respond to your request and execute the corresponding corrections of any information found to be incorrect or incomplete.

### **5. *Personal Data Security***

We are committed to ensuring the safety and security of your personal information. Nevertheless, keep in mind that no method of transmission over the Internet or method of electronic storage will guarantee full security. In order to prevent unauthorized access or disclosure, we have implemented physical, technical and organizational measures and procedures to safeguard the data we collect from you. While we use such means and methods to protect your personal data, we cannot guarantee its absolute security.

### **6. *Log Data***

We collect information that your browser sends whenever you visit our site. This Log Data may include information such as your computer's Internet Protocol (IP) address, browser type, browser version, the pages of our site that you visit, the time and date of your visit, time spent on those pages, and other statistics.

## **7. *Links to other websites***

Our site may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be held responsible for the protection and privacy of any personal information which you provide whilst visiting such sites and such sites are not governed by this Privacy Policy.

## **8. *Personal Data Retention and Disposal***

We keep personal data only for as long as is necessary:

- a) for the fulfillment of the declared, specified, and legitimate purposes provided above, or when the processing relevant to the purpose has been terminated;
- b) for the establishment, exercise or defense of legal claims; or
- c) for legitimate business purposes, which must be consistent with standards followed /approved by DTI, SEC, BIR and Local Government Unit.

After which, personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public, or prejudice the interests of the data subjects.

## **9. *Changes to this Privacy Policy***

This Privacy Policy is effective as of June 1, 2017 and will remain effective except with respect to any changes in its provision in the future, which will take effect immediately after being posted on this site.

We keep our Privacy Policy under regular review. We reserve the right to update or change our Privacy Policy at any time, and you should check this Privacy Policy periodically. Your continued use of our services after we post any amendments or revisions to the Privacy Policy on this site will constitute your acknowledgment, acceptance and adherence to the modifications and your consent to abide and be bound by the modified Privacy Policy.

## **10. *Contact us***

If you have any questions about this Privacy Policy, please contact us through the following:

Agency Office/Division	:	DOST VII
Telephone Number	:	(032) 254-8269, 414-7477
Fax Number	:	(032) 254-8269, 414-7477
Email Address	:	records@region7.dost.gov.ph
Office Address	:	Lahug S&T Complex, Sudlon, Lahug, Cebu City