MEMORANDUM

TO: OIC, Office of the Asst. Schools Division Superintendent
Chief, SGOD
OIC-Chief, CID
Education Program Supervisors
Public Schools District Supervisors
Division Unit and Section Heads
SEPS, EPS
Elementary, Junior and Senior HS School Heads
All others concerned

FROM: **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

RE: **SUBMISSION OF 2018 PRELIMINARY PROCESS FOR PRIVACY IMPACT ASSESSMENT**

Date: February 20, 2018

Please find the attached Memorandum No. OU-LAPSS NO. 68, s. 2019 from the Office of the Undersecretary for Legislative Affairs/External Partnership/School Sports, requiring submission of data inventory as input to the Privacy Impact Assessment (PIA) as required by the National Privacy Commission, Data Process Inventory Form attached for reference.

Please submit the duly accomplished form in both hard and digital copies not later than Tuesday, February 26, 2019 Attention: The Administrative Officer V, Administrative Services Unit.

For immediate and strict compliance.

UM No. 94 s. 2019
@fbv/vsa.2019

DEPARTMENT OF EDUCATION
DATA PROCESSING SYSTEMS

OFFICE	AREA	DATA PROCESSING SYSTEM	PURPOSE OF OBTAINING PERSONAL INFORMATION	DATA COLLECTED	USERS AND RECIPIENTS OF THE DATA	LEGAL BASES	CONTACT INFORMATION of the OFFICE FOCAL PERSON FOR DPA COMPLIANCE		
		Process/document that involves the collection and use of personal information	*Why does your office need to obtain personal information?*	*What types/categories of personal information is needed from the data subjects?*	*Who will use the personal information collected from the data subjects? To whom will the collected personal information be disclosed?*	*Please indicate the policies /issuances relevant to ensuring data protection.*	Name	Email Address	Contact Nos.

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Legislative Affairs/External
Partnerships/School Sports

DEPED-4A-08D-DM01-19-41

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MEMORANDUM
OU-LAPSS NO. 68, s. 2019

FEB 04 2019

TO : **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
DPA Focal Persons and Alternates
All Others Concerned

FROM : **TONISITO M.C. UMALI, Esq.**
Undersecretary

SUBJECT : **Submission of 2018 Preliminary Process for Privacy Impact Assessment**

DATE : 31 January 2019

Pursuant to Sec. 20(c) of RA 10173 otherwise known as Data Privacy Act of 2012, "(t)he determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation." Further, Section 29 of its IRR, mandates the appropriate level of security and the NPC's commitment to monitor compliance to security measures, which was reiterated further in Sections 4-5 of Circular 16-01 which states the general obligations of government agencies engaged in the processing of personal data and the conduct of Privacy Impact Assessment (PIA).

Part of the National Privacy Commission's 5 Pillars of Compliance is to conduct a Privacy Impact Assessment (PIA). The Department of Education (DepEd) in its continuous effort to comply with the law intends to conduct PIA semi-annually (Calendar Year) to identify risks in the processing system.

This office requests your respective offices/divisions/bureaus to conduct the preliminary process of PIA prior to the planned **Conduct of Seminar on the Information Security Awareness and Audit and Workshop on the Deped Privacy Impact Assessment.** The preliminary process and all hard copy of the documents should be submitted to this office on or before **28 February 2019**. A soft copy of the said document should also be available for the joint assessment March.

The preliminary PIA process shall include the following:

A. Make a data inventory identifying:
   1. the types of personal data held by the agency, including records of its own employees;
   2. list of all information repositories holding personal data, including their location;
   3. types of media used for storing the personal data; and
   4. risks associated with the processing of the personal data;

B. Identify the projects, processes, programs, or measures that act on this Data;

C. Determine whether the PIA is necessary; and

D. Assess the risks associated with the processing of the personal data.

In consideration of NPC Advisory 17-03, the PIA should identify the risks, threats and vulnerabilities of projects, programs, processes, measures, systems or technology products within the various departments which require control measures or other interventions for personal data protection. The process/es that your office/division/bureau will determine as necessary for PIA shall be jointly assessed by the DPA Steering Committee members during the conduct of the abovementioned activity.

For your compliance.

Thank you very much.

Submission of 2018 Preliminary Process for Privacy Impact Assessment

Inbox

Anna Divina Ruiz

Fri, Feb 1, 2:21 PM (3 days ago)

to DepEd, Department, depedregion5, DepEd, DepEd, RAMIR, DepEdIX, DepEd, DepEd, DepEd, depednor, DepEd, Deped, DepEd, mimaropa,

Dear ROs, SDOs, and Schools,

Kindly find attached:

1.) OU-LAPSS Memorandum No. 68, s. 2019 titled Submission of 2018 Preliminary Process for Privacy Impact Assessment.
2.) Template_Data Process Inventory (excel file-editable)
3.) Sample_Consolidated Data Process Inventory (for your reference)

For ROs, SDOs, and Schools, a soft copy of your office processes that involves personal data will suffice. Once completed, kindly send to this email address: anna.ruiz@deped.gov.ph

Thank you very much!

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Best Regards,

Anna Divina C. Ruiz
Executive Assistant II

Office of the Undersecretary for Legislative Affairs,
External Partnerships, and School Sports
Department of Education

(02) 635 3761
(0917) 628 0732