



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



097.13 DPWH
10.24.2023

OCT 23 2023

DEPARTMENT ORDER)

NO. 133)

Series of 2023 10/24/2023

SUBJECT: Creation of Data Privacy Teams and Groups for the Implementation of the Data Privacy Program

To carry out the implementation of the Republic Act No. 10173, also known as the Data Privacy Act (DPA) of 2012, with its Implementing Rules and Regulations, and other relevant policies, including issuances of the National Privacy Commission (NPC) in the Department, the following Data Privacy Teams and Groups are hereby created:

1. Personal Information Controller

Pursuant to Sec. 3(h) of the Republic Act No. 10173, the Personal Information Controller (PIC) refers to a person or organization who controls the collection, holding, processing, or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on their behalf. As the head of the Department, the Secretary shall be the PIC who shall ensure the implementation of data principles, security measures, and procedures for data subjects to exercise their rights.

2. Data Protection Officer

The Chairperson of the Data Privacy Committee shall be designated as the Data Protection Officer (DPO). The DPO shall implement reasonable and appropriate measures to protect personal data against natural dangers such as accidental loss or destruction and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, or alteration.

3. Data Privacy Committee

The Data Privacy Committee (DPC) shall be created composed of the following:

Chairperson:	Undersecretary for Support Services
Vice Chairperson:	Assistant Secretary for Support Services
Members:	Director, Stakeholders Relations Service (SRS)
	Director, Legal Service (LS)
	Director, Human Resource and Administrative Service (HRAS)
	Director, Information Management Service (IMS)
	Director, Finance Service (FS)
	Director, Bureau of Quality and Safety (BQS)
	Director, Bureau of Research and Standards (BRS)
	Director, Procurement Service (PrS)

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The Committee shall be responsible for recommending programs with regard to Republic Act No. 10173. The following are the duties and responsibilities of the DPO and its Committee:

- a. Monitor the compliance with the DPA, its IRR, issuances by the NPC, and other applicable laws and policies;
- b. Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC and
- c. Advise the PIC regarding complaints and/or exercise by data subjects of their rights (e.g., requests for information, clarifications, rectification, or deletion of personal data).
- d. Serve as the contact person of the NPC and other authorities in all matters concerning data privacy and security.

4. Technical Working Group

The Secretary shall assign a Technical Working Group (TWG) to assist the Data Privacy Committee in implementing the data privacy program.

5. Compliance Officers for Privacy and Data Breach Response Team

The Compliance Officers for Privacy (COPs) shall be designated in the Central Office, Regional Offices, and District Engineering Offices. They shall also be the designated Data Breach Response Team to monitor compliance with applicable laws and regulations to protect data privacy and security in their respective areas of concern.

The COPs shall be constituted with the following:

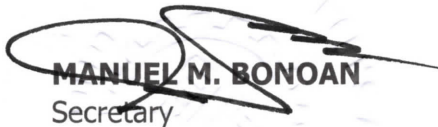
	Central Office (Bureaus/Services/ UPMO Clusters)	Regional Office	District Engineering Office
Team Lead	Director, Legal Service	Chief, Legal Division	Chief, Administrative Section
Members	Designated Administrative Officers of the Bureaus/Services/UPMO Clusters	Chief, Administrative Division	District Information Technology Support Officer (DITSO)
		Regional Information Technology Support Officer (RITSO)	Designated Public Information Officer
		Regional Public Information Officer	



The COPs shall report to the Data Protection Officer for all matters relating to Data Privacy in their respective Offices. The COPs shall perform the following duties and responsibilities:

- a. Ensure proper data breach and security incident management, including the preparation and submission of reports to the DPC and other documentation concerning security incidents or data breaches within the prescribed period;
- b. Inform and cultivate awareness of privacy and data protection within the organization, including all relevant laws, rules, regulations, and issuances of the NPC;
- c. Advocate for the development, review and/or revision of policies, guidelines, projects, and/or programs relating to privacy and data protection by adopting a privacy-by-design approach;
- d. Serve as the contact person of data subjects and the DPC in all matters concerning data privacy or security issues or concerns;
- e. Cooperate, coordinate, and seek the advice of the DPC on matters concerning data privacy and security; and
- f. Perform other duties and tasks that the DPC may assign that will further the interest of data privacy and security and uphold the rights of the data subjects.

This Order supersedes Department Order No. 105, Series of 2019, and shall take effect immediately.


MANUEL M. BONOAN
Secretary

11.1.1 ETC/MNP/DRBC

Department of Public Works and Highways
Office of the Secretary



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