



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

SEP 27 2019

DEPARTMENT ORDER )

**SUBJECT: Implementation of Data Privacy  
Program**NO. **105** )  
Series of 2019 *10.03.19*

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 his or her 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 IV, Stakeholders Relations Service (SRS)
	Director IV, Legal Service (LS)
	Director IV, Human Resource and Administrative Service (HRAS)
	Director IV, Information Management Service (IMS)
	Director IV, Finance Service (FS)
	Director IV, Bureau of Quality and Safety (BQS)

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 the implementation of 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 and shall also be the designated Data Breach Response Team to monitor compliance with applicable laws and regulations for the protection of data privacy and security in their respective areas of concern<sup>2</sup>.

The COPs shall be constituted with the following:

	<b>Central Office (Bureau/Service/ UPMO Clusters)</b>	<b>Regional Office</b>	<b>District Engineering Office</b>
<b>Team Lead</b>	Director, Legal Service	Chief, Legal Division	Chief, Administrative Section
<b>Members</b>	Administrative Officers of Bureau/Service/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 on privacy and data protection within the organization, including all relevant laws, rules and 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 may be assigned by the DPC that will further the interest of data privacy and security and uphold the rights of the data subjects.

This order shall take effect immediately.



**MARK A. VILLAR**

Secretary

11.1.1 ETC/MNP/DNSP

Department of Public Works and Highways  
Office of the Secretary



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