



# DATA PRIVACY POLICY

**PLEASE READ CAREFULLY**

## 1 Privacy Statement

The Department of Energy (DOE) is fully committed to comply with the Republic Act No. 10173 or the Data Privacy Act of 2012 and uphold the rights of the data subjects and to process data according to the privacy principles of transparency, legitimate purpose, and proportionality. It also aims to maintain confidentiality, integrity, and availability of the personal data in its custody.

## 2 Know your Data Privacy Rights

1. Right to Request Special Privacy Protections. You have the right to request restrictions on certain uses and disclosures of your personal data by a written request, specifying the reason, what information you want to limit, and what limitations on our use or disclosure of that information you wish to impose. If you tell us not to disclose your information, we will abide by your request, unless we must disclose the information for legal reasons or as may be required under the terms of our contract. We reserve the right to accept or reject any other request and will notify you of our decision.
2. Right to Inspect and Copy. You have the right to inspect and request for a copy of your personal data, with limited exceptions. To access your personal data and/or your other personal information, you must submit a written request, including your reason, detailing what information you want to access, whether you want to inspect, and/or if you want a copy of your preferred form and format <http://www.doe.gov.ph/dataprivacy/subjdataaccessform> . We will provide copies of your request according to its conventional format or the same acceptable alternative format. If there is dispute, we maintain the record in an electronic format, your choice of a readable electronic or hardcopy format. If you wish to send a copy to any other person, there must be a written authorization, which must be duly notarized. We may deny your request under limited circumstances. If we deny your request to access your personal data, or the records of a client you are representing because we believe allowing access would be reasonably likely to cause