

substantial harm to the client, you will have a right to appeal the denial of the request to the Head of the Bureau, Service or Office concerned.

3. Right to Request Confidential Communications. You have the right to request that you receive your personal data in a specific way or at a specific location; i.e., you may ask that we send data to a particular e-mail account or to your work address. We will comply with all reasonable requests submitted in writing specifying your reason and how or where you wish to receive these communications.
4. Right to Amend or Supplement. You have the right to request that we amend your personal data that you believe is inaccurate or incomplete. You must make a request for the information to be amended in writing and include the reason of its inaccuracy and incompleteness. We may deny your request if the data is not available, the data is not created by DOE, the request is vexatious or otherwise unreasonable, or the data is accurate and complete as it is. All information related to any request to amend will be maintained and disclosed in conjunction with any subsequent disclosure of the disputed information.
5. Right to Revoke Authorization/Consent. The personal data we collect are used for documentation purposes, research within the control of DOE, for internal use to improve our services, policy decisions and processing of your application or request in accordance with the provisions of R.A. No. 7638 or the Department of Energy Act of 1992 and other DOE policies.

You may request for the withdrawal, removal, or destruction of your personal data from the DOE's filing system, subject to the provisions of the Data Privacy Act of 2012, the Rules and Regulations of the DOE and National Archives of the Philippines. You may do so by submitting the duly accomplished Personal Data Correction/Erasure Request Form indicating the personal information to be withdrawn, removed, or destroyed and the purpose/s thereof.

6. Right to Erasure or Blocking. You have the right to suspend, withdraw or order the blocking, removal, or destruction of your personal data. You can exercise this right upon discovery and substantial proof of any of the following:
 - i. Your personal data is incomplete, outdated, false, or unlawfully obtained;
 - ii. It is being used for purposes you did not authorize;
 - iii. The personal data is no longer necessary for the purposes for which they were collected;
 - iv. You requested to withdraw consent, or objected to the sharing of personal information provided that there is no overriding legal ground for personal data processing;
 - v. The personal data collected concerns information prejudicial to clients unless justified by freedom of speech, of expression, or of the press; or otherwise authorized by law;
 - vi. The processing is unlawful; or