

9. Right to Be Notified of a Breach. You have the right to receive notifications of breaches of your personal data, as may be required by law. Aside from protecting you against unfair means of personal data collection, this right also requires DOE to notify you in a timely manner if your personal data has been compromised. If you have provided us with a valid e-mail address, we may use e-mail to communicate information related to the breach.
10. Right to Claim Compensation. You may claim compensation if you suffered actual and duly documented damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of your personal data, considering any violation of your rights and freedom as data subject.
11. Right to File a Complaint with the National Privacy Commission (NPC). If you feel that your personal data has been unlawfully processed, maliciously disclosed, or improperly disposed, or that any of your data privacy rights have been violated, you have a right to file a complaint with the NPC. Formal complaints are made by filing a complaint-affidavit, together with copies of any evidence and affidavits of any witnesses at any NPC office. Complaints can also be made by electronic filing, by:
  - a. attaching these documents in a specific e-mail sent to [complaints@privacy.gov.ph](mailto:complaints@privacy.gov.ph); or
  - b. submitting a portable electronic data storage device to any NPC office. Electronic documents must be digitally signed and in PDF format (if practicable), on page sizes compliant with the Efficient Use of Paper Rule. If submitted in this digital format, the NPC may charge fees for printing. If submitting through a portable electronic data storage device, similar portable data storage devices containing the same files must also be given to any opposing party so named. One portable data storage device is equivalent to one copy. If the portable data storage device is infected with malware, the documents will not be considered as having been filed.
12. Right to a Paper or Electronic Copy of this Notice. You have a right to be notified of our legal duties and privacy practices with respect to your personal data, including a right to a paper copy of this Privacy Notice, even if you have previously requested its receipt by e-mail.

If you would like to have further information regarding your rights as data subject or how these rights may be exercised, you may refer to the DOE Privacy Policy available in the website or you may contact our Data Protection Officer listed in Section 3 of this Privacy Notice.

### **3 The Personal Data we Collect**

DOE collects personal data about you such as name, contact number, email address and other necessary details to serve your requirement and stores it in a computer system application and/or filing folders. This is your record. The record is the property of the DOE, but the personal data in the record belongs to you. To the extent reasonably necessary to affect the relevant purpose, we may collect data from the following sources: