

### 3.1 Prospective and existing clients.

- a) Information you provide when communicating with DOE;
- b) Information you provide for verification purposes (e.g., to facilitate requests, application of certificates, permits, endorsement, etc.), such as photocopy of documents within the custody of DOE;
- c) Any other information you voluntarily provide for any legitimate purpose declared at point of collection of such information;
- d) Information you provide in filing and processing your applications, registrations, requests, and other submissions to DOE;
- e) Personal data collected during seminars, trainings, internship, survey, public consultation, or other events conducted by DOE.

### 3.2 Guests/Visitors

- a) The information you provide when you enter our premises such as your name, address, company, contact number, signature etc.
- b) Any other information you voluntarily provide for any legitimate purpose declared at point of collection of such information.

### 3.3 For Application of Relevant Permits, and Certifications:

- a) Name
- b) Signature
- c) Designation/Position
- d) Contact Number
- e) Email Address
- f) Gender (*for specific documentation only*)
- g) Nationality (*for specific documentation only*)
- h) TIN (*for specific documentation only*)

## 4 How we Use, Transfer, or Disclose, Retain and Dispose the Personal Data we Collect

DOE stores, processes, and analyses the personal data that you provide to us to the extent reasonably necessary to effect the relevant purpose and in accordance with our mandate of R.A No. 7638 (Department of Energy Act of 1992) and other related laws. We may use or disclose your personal data for the following: