

1. Analytics. When you transact with DOE, we may collect your personal data for customer feedback or survey purposes to further improve the delivery of our services.
2. Sign In Queue. We may collect and use your name and other personal information by having you sign in when you request access to any of our offices or premises. We may also call out your name when we are ready to see you.
3. Research. Your personal data and/or other information may be used and disclosed for research purposes, provided that it is approved through a special review process to protect your confidentiality and in accordance with the provisions of the Act, its IRR, and other applicable laws or issuances. A researcher may have access to information that identifies you only through the special review process, or with your written consent.
4. Law Enforcement. We may be required by law to disclose your personal data to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order, warrant, subpoena and other law enforcement purposes.
5. Other Uses and Disclosures: If DOE wants to use or disclose your personal data for a purpose that is not discussed in this Privacy Notice, DOE will ask for your written consent.

5 Retention and Disposal of the Personal Data we Collect

1. Retention. DOE will retain your personal data in accordance with the established Records Disposition Schedule (RDS). However, if such data is not indicated in the RDS, DOE will retain your personal data for the following reasons:
 - a. For the fulfillment of the declared, specified, and legitimate purpose until such purpose has been achieved or terminated, or until processing relevant to the purpose has been terminated;
 - b. To establish or defend legal claims;
 - c. For legitimate purposes consistent with the rules and policies of DOE, or as required by the National Archives of the Philippines and the provisions of the Civil Service Commission; or
 - d. In cases provided by law.
2. Disposal. DOE will dispose your personal data once it has reached the schedule stated in the established Records Disposition Schedule or the purpose by which it was collected was achieved and terminated, in such manner that the data will be unreadable (for paper) or irretrievable (for digital records).