



## **PRIVACY NOTICE**

### **I. INTRODUCTION**

Republic Act No. 10173, also known as the Data Privacy Act of 2012, aims to protect personal data in information and communications systems both in the government and the private sector.

The law ensures that entities or organizations processing personal data establish policies and implement measures and procedures that guarantee the safety and security of personal data under their control or custody, thereby upholding an individual's data privacy rights.

### **II. STATEMENT OF POLICY**

The National Tax Research Center (NTRC) respects and values data privacy rights of data subjects and ensures that all personal data collected are processed lawfully, fairly, and appropriately in accordance with the confidentiality practices and applicable laws on data privacy, notably Republic Act No. 10173 or the Data Privacy Act of 2012.

The NTRC commits to institutionalizing a privacy-friendly environment that protects the privacy rights of data subjects and safeguards their personal data/information.

### **III. CONSENT**

The use of the website or availment of services of the NTRC, including its mandates as the secretariat of the Fiscal Incentives Review Board and Task Force on the Revision of Fees and Charges, and as Consultant to the Executive and Technical Committee on Real Property Valuation of the Bureau of Internal Revenue on the revision of zonal values for tax purposes shall be considered as having consented to the collection, use, processing and retention of personal data and have accepted the policies and practices described in this Privacy Notice. If you do not allow the collection, use, and processing of your personal data, kindly refrain from using the website and/or contact us for any privacy-related concerns.

### **IV. SCOPE AND LIMITATIONS**

This Notice covers both our online and offline data collection activities, including personal data that we collect through our various channels such as emails, websites, and physical means.

## A. SOURCES OF DATA

This Notice applies to personal and sensitive data that may be collected, through the methods described below, from the following sources:

1. **NTRC website**. Consumer-directed websites operated by or for the NTRC, including sites that we operate under our own domains/URLs and pages run-on third-party platforms.
2. **E-mail and other electronic messages**. Interactions with electronic communications via email, personal messages, and other communications with any of the employees of the NTRC.
3. **Offline Data Collection**. Printed or hand-written communications and similar forms are collected via postal mail, survey, sampling activities, and other data collected.
4. **Data from other sources**. Third-party information that may be shared with the NTRC through other agencies, corporations, and other persons initially approved to collect and store data and other public sources and data that we acquire from other entities.

## B. RIGHTS OF THE DATA SUBJECT

The NTRC respects and upholds the rights of data subject as may be provided by law.

The data subjects' rights shall be exercised by the data subject themselves, except when the law allows family members or authorized persons to represent the data subject. However, the data subject may authorize another person to facilitate the exercise of any of these rights on his or her behalf: provided that the authorization is specific and supported by appropriate documents.

## V. PROCESSING OF PERSONAL DATA

### Overview of Data destinations within NTRC



## **VI. SECURITY MEASURES**

### **A. STORAGE OF PERSONAL DATA**

The data collected will be stored in the official address of the NTRC, its verified digital storage units, and other devices capable of storage, secure cloud-based storage, and other operating environments that the NTRC currently uses in the course of official business.

The FIRB for example may collect from you the following:

1. Name
2. Address
3. Company
4. Position
5. Contact Number
6. E-mail Address
7. Signature, if applicable

The storage of personal data in the operating environments uses reasonable security measures to prevent unauthorized access. The NTRC follows reasonable standards to protect personal data. The transmission of information via the internet is, unfortunately, not completely secure, and although the best measures are undertaken to protect personal data, the NTRC does not guarantee the absolute security of the data during transmission.

### **B. RETENTION OF POLICY OF PERSONAL DATA**

The data collected by NTRC will be used for the following:

1. Fulfillment of the declared, specified, and legitimate purpose, or when the processing relevant to the purpose has been terminated;
2. Establishment, exercise, or defense of legal claims;
3. Legitimate business purposes, which must be consistent with standards followed by the applicable industry or approved by an appropriate government agency; and
4. Any other case provided by law.

In accordance with applicable laws, the NTRC reserves the right to use the collected personal data for as long as necessary to satisfy the purposes for which they were collected or comply with applicable legal requirements, without prejudice to the data subjects rights under applicable laws.

### **C. DISPOSAL OF DATA COLLECTED**

Personal data, whether stored offsite or onsite, shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or public or prejudice the interest of the data subjects.

The NTRC can engage third-party service providers to carry out the disposal of personal data under its control or custody, provided that the service provider shall contractually agree to the agency's data protection procedures and ensure that the confidentiality of personal data is protected.

### **D. SHARING**

Personal data/information is not disclosed to third parties unless with consent from the data subject and the personal information controller and for legitimate purposes only.

## **VII. CHANGES TO THIS NOTICE**

The NTRC reserves the right to update and change the privacy notice to accurately reflect the circumstances on how data are handled, processed, and stored. The NTRC reserves the right to change practices for data previously collected prior to the update.

## **VIII. DATA CONTROLLERS AND CONTACT**

For questions or comments on this Notice and our privacy practices or to make a complaint about our compliance with applicable privacy laws or for your data privacy concerns and requests, you may reach us through our Data Protection Officer, Deputy Executive Director Gian Carlo D. Rodriguez, at [gian.rodriguez@ntrc.gov.ph](mailto:gian.rodriguez@ntrc.gov.ph) or call us at (+632) 8527-20-64 or (+632) 8527-20-71.

We care about what you think and welcome your feedback.

## **IX. EFFECTIVITY**

This privacy notice shall become effective immediately.

  
**MARLENE LUCERO-CALUBAG**  
Executive Director