

PRIVACY POLICY

Your privacy matters to us. We, at the City Government of Mandaluyong, are committed to protect and respect your personal data privacy and rights. We are not only complying but performing our obligations under Republic Act No. 10173 or the Data Privacy Act of 2012.

We collect, use and process personal information to carry out our mandate and functions under Republic Act No. 7160 or the Local Government Code of 1991 and all other relevant laws, ordinances, rules and regulations.

Collection of your personal information

Because data minimization is at the core of our collection policy, we only collect personal information that we need. In general, we collect personal information when implement specific plans, programs, policies and activities of the City Government as mandated by law. We usually collect personal information from you when we exercise our mandate to regulate businesses in the city, such as in issuing the proper business permits and licenses, clearances, building and other related permits. We also collect personal information when you pay taxes and fees on business and real property as well as in registering birth, marriage and death certificates. We also collect personal information for the proper enforcement of our city ordinances and resolutions as well as existing national laws, rules and regulations. We also collect personal information in order to render efficient and effective public and social services such as housing benefits, health care, legal services and various financial assistance to the indigent and marginalized.

For more details, please see the privacy notice of your concerned department or office of the City Government when you visit.

Use

Your collected personal information will be used for documentation and processing within the different departments and offices of the City Government in order to render efficient and effective public service. We will disclose or share your personal information, especially sensitive personal information, to a third party only if you consent to it, unless we are under any legal obligation to do so or required by law.

Protection Measures

Only authorized employees of the City Government have access to your personal information. Any exchange involving your personal information will be carried out through secured emails, post mails and personal service. Physical records containing your personal information will be placed in steel filing cabinets with lock and key management system, while electronic records will be stored in secured database for a period of two (2) years, unless otherwise provided by law. After the purposes for which your collected personal information were terminated or realized, physical records shall be disposed through shredding while electronic records shall be deleted or anonymized, unless otherwise provided by law.

Accessing and correcting your personal information

You have the right to ask for a copy of any personal information we hold about you, and the right to ask for it to be corrected if it is wrong. To do so, you just have to file a written request to our Data Protection Officer (DPO) or send such request at dpo@mandaluyong.gov.ph.

Changes and updates to our Privacy Notice

We recognize that information privacy is an ongoing responsibility, and so we will from time to time update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.

Questions, concerns or complaints

If you have inquiries or complaints on how we handle your personal data, please contact our DPO:

DPO's Name:	ATTY. JEFFREY P. OMADTO
Mailing address:	4/F City Legal Department, Executive Building, City Government Complex, Maysilo Circle, Boni Avenue, Plainview, Mandaluyong City 1550
Email address:	dpo@mandaluyong.gov.ph .
Telephone number:	(02) 532-5001 loc. 533