



PRIVACY POLICY/NOTICE

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One of our main priorities is the privacy of our visitors, clients, and stakeholders. This Privacy Policy/Notice contains the types of information that is collected and recorded by PCA and how we use it.

If you have additional questions or require more information about our Privacy Policy/Notice, do not hesitate to contact us.

This Privacy Policy/Notice applies to the following:

- our online activities, and is valid for visitors to our website and our social media pages with regard to the information that they share and/or collected in PCA and
- any information collected offline or via channels other than our website or social media pages.

Guiding Principles

When collecting, processing, or storing personal information of our visitors, clients, or stakeholders, we adhere to the principles of:

- **TRANSPARENCY.** Keeping you aware of the information collected and the extent of processing being done, including the risks and safeguards involved;
- **LEGITIMATE PURPOSE.** We will use your personal information only for the purpose which we declare. Our purpose will always be conforming to lawful requirements; and
- **PROPORTIONALITY.** We will not collect/process data that is not needed for the purpose we declare.

Consent

Most of our surveys and forms are borne out of statutory mandate. Note that in some of our programs, projects, or services, we are legally required to ask for your personal information to be able to include you in those programs, projects, or services. Nonetheless, we will ask for your consent when we collect your data.

For our online or offline surveys, forms and other data collection media that are not covered by statutory mandate, we will ask for your explicit consent as required by the Data Privacy Act. In these cases, the form will remind you of this option and ask for your signature or mark a checkbox.

"A food-secure Philippines with prosperous farmers and fisherfolk"





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

Information we collect

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

For example, if you contact us directly through our official communication channels (email, telephone, etc.), we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide. As, under the Data Privacy Act, consent must be explicit and cannot be presumed, we will only consider your consent when you communicate with us through official PCA communication channels.

When you register for any of our programs, we may ask for your contact information, including items such as name, company name, address, email address, telephone number, sex/gender, business, landholding status, household members, and the like.

How we use your information

We use the information we collect only in ways that we declare and always subject to what the law and regulations mandate us, including to:

- Comply with legal requirements to record recipients of benefits from our programs
- Improve our services and programs
- Understand and analyze the demographics of our stakeholders and beneficiaries
- Develop new services, projects, programs or products
- Communicate with you to provide you with updates and other information relating to your engagement with us
- In some instances, share your data to other government entities (like DSWD, DA or PHILHEALTH) when required by the program, project, or service that you have opted to participate in
- Find and prevent fraud

Your Data Protection Rights

Under the Data Privacy Act, you are entitled to specific rights to protect your personal information. At any time and under certain conditions, you may exercise these rights by contacting us directly or through the National Privacy Commission. Every user is entitled to the following:

- Right to be INFORMED - You have the right to be informed that your personal data will be, are being, or were, collected and processed.

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- Right to ACCESS - you have a right to obtain from us a copy of any information relating to you that we have on our computer database and/or manual filing system
- Right to OBJECT – you have the right to withhold your consent and stop the processing of your data, under certain conditions;
- Right to ERASURE – You have the right to request that we erase your personal data, under certain conditions.
- Right to DAMAGES - you may claim compensation if you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, unauthorized use, unauthorized release, or improper disposition of personal data,
- Right to RECTIFICATION – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.
- Right to DATA PORTABILITY – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you would like to exercise any of these rights, raise any clarification or concern, please contact our Data Protection Officer at agsd@pca.gov.ph or (02) 8928-4501 to 09 local 403.

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