



June 4, 2019

FEDERICO P. MARTIN

School Division Superintendent
Department of Education-Division Office of Baguio City
Tel/Fax no: (074) 442-7819/ 446-0275
Email: depedbaguio-city@gmail.com

ATTENTION TO: ALL HEADS OF GOVT. BRANCHES, BODIES OR ENTITIES, INCLUDING NATIONAL GOVT AGENCIES, BUREAUS OR OFFICES, CONSTITUTIONAL COMMISSIONS, LGUs, GOCCs, STATE COLLEGE AND UNIVERSITIES.

**SUBJECT: "DATA PRIVACY AWARENESS AND COMPLIANCE WORKSHOP"
REPUBLIC ACT 10173 OR DATA PRIVACY ACT OF 2012
INTRO TO PRIVACY IMPACT ASSESSMENT (PIA)
SECURITY THREATS AND ATTACKS**

Dear Mam/Sir:

Greetings!

We are pleased to invite you and your personnel in HR, Finance, Admin, IT, BAC Secretariats, School Administrators, Principal, Asst. Principal and those who have access to personal data to attend to the Data Privacy Awareness and Compliance Workshop to be held on the workshop schedules stated below.

Section 2 of Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), provides that it is the policy of the State to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth and to ensure that personal information in information and communication systems in the government and in the private sector are secured and protected.

Under Section 22 of the DPA of 2012, the head of each government agency or instrumentality is responsible for complying with the security requirements mentioned in the law. This includes ensuring all sensitive personal information maintained by his/her agency are secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communicating technology industry, and as recommended by the National Privacy Commission.

In addition, under NPC Circular No 16-01, one of the general obligations of a government agency engaged in the processing of personal data is to conduct a mandatory, agency-wide training on privacy and data protection policies once a year. A similar training shall be provided during all agency personnel orientations.

All institutions, both from the Government and Private sector processing personal data in the Philippines are required to comply with RA 10173, the Data Privacy Act of 2012, as well as the Implementing Rules and Regulations (IRR) and memorandum circulars issued by the National Privacy Commission (NPC).

It is for this reason that we are extending this invitation to your organization or agency to attend to our workshop to assist you and elucidate how to comply and participate in the NPC's roadmap towards security of personal data in the government agencies.

We also encourage you to form or create a Breach Response Team to be headed by the Data Protection Officer (DPO) to attend from Session 1 to Session 3 in order to have a working understanding of the Data Privacy Act of 2012 its IRR and Implementation Guidelines. We will focus on giving them a practical sense of the rules and their impact as well as valuable insights to help prepare your agency on the challenges it presents.

To: All School Administrators, Principals & Teachers in Charge
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, Ed.D, CESO VI
School Division Superintendent



Below are the workshop schedules: (pls choose your workshop options)

SESSION	Training Fee (Live-out)	Training Fee (Live-in)
SESSION 1: (For Day 1) • MODULE 1 – Introduction to Data Privacy Act • MODULE 2 – Roles of Data Protection Officer • MODULE 3 – Roles of Data Protection Officer • MODULE 4 – Establishing Privacy Governance	Php 2,000.00/pax	Php 3,500.00/pax (inclusive of dinner)
SESSION 2: (For Day 2) • MODULE 5 – Introduction to Privacy Impact Assessment • MODULE 6 – Privacy Management Program	Php 2,000.00/pax	Php 3,500.00/pax (inclusive of dinner)
SESSION 3: (For Day 3) • MODULE 9 – Awareness on Breach, Cyber Threats and Attacks • MODULE 10 – Breach Management Procedures	Php 2,000.00/pax	Php 2,000.00/pax (live-out)
TENTATIVE WORKSHOP SCHEDULES: June 19-21, 2019 August 27-29, 2019 October 22-24, 2019 November 26-28, 2019 July 23-25, 2019 September 24-26, 2019		
LOCATION: ONE SAN MIGUEL AVENUE BUILDING – CORNER SHAW BOULEVARD, ORTIGAS CENTER, PASIG CITY		

Our workshop will be held for three (3) days at the designated venue. Seminar Fee is Php 2,000/day per pax for live-out (inclusive of training kit, lunch, am/pm snacks and certificate of participation). Payment should be made on the account of YISRAEL SOLUTIONS AND CONSULTING (YISCON) INC. Kindly fill up the attached Confirmation Form which requires a list of your participants and fax to (02) 956-2025 or email at atc3@visrael-dataprivacy.com for your workshop schedule.

We also conduct in-house trainings. If you are interested, please inform us at the contact numbers stated below.

For inquiries and/or clarification, please contact us by email at atc3@visrael-dataprivacy.com (attention to: Hannah Jane Pecson); or thru text at mobile number 0908-1094-962; landline (632) 616-3086; telefax at (02) 956-2025.

We hope to see you in our workshops!


 YISRAEL SOLUTIONS AND CONSULTING (YISCON) INC

PRIVACY STATEMENT

We are committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("Personal Information"). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use and disclosure of Personal Information.

We are responsible for maintaining and protecting the Personal Information under our control. We have designated an individual or individuals who is/are responsible for compliance with our privacy policy.

Personal information will generally be collected directly from you through the use of any of our standard forms, over the internet, via email, or through a telephone conversation with you. We may also collect personal information about you from third parties acting on your behalf (for instance, agents or contact person).

We also collect information from subscribers (persons registering their details with us through the website) or website visitors for the purpose of improving our quality and effectiveness and to provide you with information. We will not publish your name in connection with any information you provide without your permission.

ATTENTION TO: Hannah Jane Pecson

Confirmation Date: _____

MESSAGE: Please fill-out the form below (readable and correct name spelling of participants) and fax to Yisraa Training Secretariat at (02) 956-2025; or email to: atc3@yisrael-dataprivacy.com

**CONFIRMATION FORM
(DATA PRIVACY AWARENESS AND COMPLIANCE)**

Please take note that Confirmation/Reservation is on First Come First Serve Basis)

Name of Company:					
Type of Organization:				Region:	
Address:					
Contact Person:			Tel. No.	Mobile No.	Fax No.
Participants Details:					
First Name	Middle Initial	Last Name	Position	Mobile No	Sex (for live-in option)
Email Address:				Food Restriction:	

Please reserve me/us on this workshop schedule:

AMOUNT

SCHEDULE	Time	No. of Slot Reserve	LIVE-OUT 6,000 per pax	LIVE-IN 9,000 per pax
	8:30am-4:00pm			

FOR EARLY CHECK-IN AND LATE/EXTENSION OF ROOM ACCOMMODATION, PLS BE INFORMED OF THE FOLLOWING:

- 2 PAX - 1 ROOM (ADD 1,500 PER PAX/NIGHT)
- 1 PAX - SOLO ROOM (ADD 3,000 PER NIGHT)

<p>PAYMENT METHOD</p> <p>All payments shall be made in Philippine Pesos.</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check payment</p> <p>Please make check payable to: YISRAEL SOLUTIONS AND CONSULTING (YISCON) INC.</p>	<p>Pls deposit your payment to our LandBank Account</p> <p>BANK DETAILS:</p> <p>Account Name: YISRAEL SOLUTIONS & CONSULTING (YISCON) INC</p> <p>Account Number: 1641-1047-16</p> <p>Paig-C. Rzymundo Ave. Branch</p> <p>(Pls fax or email the payment to us and submit the original deposit slip on the workshop)</p>
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<p>Requested by:</p> <p>_____ Signature over printed Name</p>	<p>REGISTRATION POLICY:</p> <p>GUARANTEED SEATS</p> <p>Please fill up the confirmation form to guarantee your slots. Those who confirmed will be given "priority status" contingent upon availability of seats.</p> <p>CANCELLATION POLICY</p> <p>NO cancellation will be made upon confirmation, however, substitutes are allowed only when there is a written notice to the Yisrael Solutions and Consulting (YISCON) Inc. at least five (5) working days prior to the seminar. Please take note that there is a LATE-CANCELLATION and NON- ATTENDANCE CHARGE of Php 1,000.00/day per participant to cover costs.</p>
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PRIVACY NOTICE:

"We from Yisrael Solutions and Consulting (YISCON), Inc. will make sure that all of the personal informations you have provided will be secured and remain confidential as much as possible. We collect informations with your proper consent and that necessary personal in information with the intent to fulfil the purpose in transacting with us."