



Republic of the Philippines

Department of Science and Technology

PHILIPPINE TEXTILE RESEARCH INSTITUTE

PRIVACY NOTICE

The Philippine Textile Research Institute (PTRI) recognize the responsibilities under RA 10173, also known as Data Privacy Act of 2012, implement appropriate security measures, to maintain the confidentiality and, integrity of your personal data, and protect the privacy of personal information you share with us.

When you transact with us, the personal data you share with us allows your identification as an individual (e.g. name, email, address, telephone number). This is known as “personal information”. By providing us with your personal information and signing our consent form, you explicitly authorize PTRI to use, and process personal data in order to complete your transaction.

Personal information we collect?

PTRI is requiring you to provide personal information, such as but not limited to the following:

- Name
- Office Name
- Office Address
- Position/Designation
- Landline/Fax/Mobile Number
- Email
- Signature

Purpose for collection, storage, access, sharing, processing, retention and disposal of personal information

To process your services requests, PTRI is required to collect personal information through service/laboratory testing/training request/consultancy form/s. The personal information will be processed and will be retained as required. Disposal of your personal information regardless of media are made in a secure manner that would prevent further processing, unauthorized access and disclosure.

COMMITMENT TO PERSONAL INFORMATION SECURITY

PTRI ensures the security and protection of your personal information against unauthorized access and disclosure, alteration and unlawful processing. Aside from establishing policies and guidelines, PTRI also ensures all information are secured and protected within the scope of the organization.

PTRI also uses measures to safeguard your personal information, such as the following:

1. Organizational Measures - designate Data Protection Officer (DPO) - establish access control policy - participate/attend security awareness training
2. Physical Measures - secure storage locations and devices (filing cabinets and hard disks)
3. Technical Security Measures - Anti-virus software