

PRIVACY NOTICE FOR APPLICATION FOR LAND TITLING

Pursuant to Commonwealth Act 141 or the Public Land Act, and Republic Act 10023 otherwise known as Residential Free Patent Act, your personal data provided herein such as your name, address, age, signature, sex, nationality, name of spouse, valid IDs, and contact numbers, will be used for:

1. *The processing of your application for land title;*
2. *Database management,*
3. *Reportorial requirements, and*
4. *For any other lawful purpose*

while implementing safeguards such as firewall and storage thereof in our own data server with sufficient data encryption through *TLS* certificate. Our employees shall operate and hold your personal data under strict confidentiality. They signed *non-disclosure agreements* and have received training on our privacy and security policies.

We shall continue to implement reasonable and appropriate *organizational, physical and technical measures* for the protection of personal data which we collected. Our security measures are sufficient to maintain the *availability, integrity, and confidentiality* of these data and are intended for the protection against any accidental or unlawful destruction, alteration, and disclosure as well as against any other unlawful processing thereof.

Your personal data will be shared to all offices within our agency as well as with our Central Office and its line and staff bureaus for reportorial requirements or further action as necessary to pursue processing of your application. Further, these data will be forwarded to the Registry of Deeds and/or Land Registration Authority and with other government agencies engaged in land titling and management. Further, these data maybe shared without your consent upon lawful order of any court or body of competent jurisdiction. **Finally, these data will be retained in our database for a lifetime as it forms part of the land data of the Philippines.**

We acknowledged your rights under the Data Privacy Act, including but not limited to your *right to be informed, to object, to access, to correct, to rectification, erasure or blocking*, and that you may exercise those as you may deemed necessary.

For any issues or concerns relating to your personal data collected herein, you may reach us through:

Contact person: **Al O Orolfo, Ph. D.**
Data Protection Officer and
Assistant Regional Director for Management Services
Contact no: **(02)8876-1484 / (02)8929-0187 / (02)8373-3433**
Email add: **ncr_ored@yahoo.com**

By signing this form, you agree that you are sufficiently notified as to the use and processing of your personal data as herein stated.

Signature above printed name

Date