

Processing of Personal Data

Data subjects must be informed that their personal data is or will be collected and processed. They have the right to access their own personal data; correct any inaccuracy and error in their personal data; right to suspend or block; and destruct their personal data; provided that it is outside the retention period policy of the DOST-ITDI.

A. Data Collection

The DOST-ITDI collects personal information from its applicants, employees and customers. Collection of the DOST-ITDI employee's profile starts in the submission of documents during the application for vacant position. In availing the technical services, the DOST-ITDI collects personal information from customers. Refer to **Annex A – The DOST-ITDI Forms that Collect Personal Information**

B. Use of Data

The DOST-ITDI collects information from its employee for profiling purposes. Employee profile is use to manage the DOST-ITDI Human Resources, process employee's payroll and benefits and for future references. Information collected from customer will be used for MOA, MOU, identification of request for technical services, use of facilities and request for training.

C. Storage and Retention of Data

Document	Format / Medium	Retention Period
The DOST-ITDI employee's record 201 files	Hard and soft copies	The DOST-ITDI follows the guidelines provided by the National Archives of the Philippines and the retention period stated in the DOST-ITDI ISO 9001:2015 and ISO/IEC 17025 Policy Manual
PMISD Project Monitoring Files	Hard and soft copies	
NMD, STD and TSD Customer Profile	Hard and soft copies	

D. Disposal of Data

Data shall be disposed after the retention period (employees no longer connected with the DOST-ITDI through retirement, resignation or dismissal; unaccepted job applicants; end of MOA or MOU with customers; and TSR Form and Technical Service Report). Refer to **Annex J – Retention and Disposal Procedure of ITDI Documents**.