

## Data-Sharing: List of Data Subjects

Description of Generation of data sets with Personal Information (PI) and Sensitive Personal Information (SPI) with a Data Sharing Agreement (DSA)

<b>Office or Division:</b>	National Household Targeting System
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government (G2G), Government to Citizen (G2C),
<b>Who may avail:</b>	All National Government Agencies (NGAs), Local Government Units (LGUs), District Representatives, Government-Owned and Controlled Corporations (GOCCs) Non- Governmental Organizations (NGOs), Civil Society Organizations (CSOs), the Academe, and Private Foundations for the purpose of utilizing the data for social protection programs.
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
One (1) original or copy of Letter of Request (indicating reasons for the request and specific data sets expected to be acquired from the Listahanan database)	Provided by the Requesting Party
One (1) original copy of accomplished Data Sharing Agreement (DSA)	
One (1) original/certified true copy of document indicating the appointed and NPC- registered Data Protection Officer (DPO)	
One (1) original/copy of Privacy Manual or approved document/s on the security measures in place which indicates the data protection procedures and processes of the office/agency in addressing breaches	
One (1) original/copy of list of identified staff who will access, process, and safeguard the Listahanan data including the data processing to be employed	
Hardware and Security Component with supporting images and specifications	
One (1) original/copy of Documentation of physical security measures in place	
One (1) original copy of the Resolution of Governing Board authorizing head of agency to enter into a data sharing agreement with DSWD (only for NGOs, CSOs, and Private Foundations)	
One (1) original/copy of Valid Proof of Identities of the agency head and their designated DPO/s (only for NGOs, CSOs, and Private Foundations)	

One (1) original/certified true copy of Valid documents indicating the legitimacy of the organization (only for NGOs, CSOs, and Private Foundations)				
<b>For Local Government Unit (LGU):</b> The letter of request shall be signed by the Local Chief Executive (LCE) accompanied by a Sanggunian resolution authorizing the LCE to enter a data sharing agreement with the DSWD The DSWD Regional Director (RD) and the incumbent LCE shall sign the DSA				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request with attached electronic copy of the data requirements (if available) to NHTS.	1.1 Receive and record the request in the document transaction/tracking system.	None	15 minutes	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>
	1.1.1 Advise the requesting party that they will receive an email or call after 2-3 working days on the approval of their request and the expected schedule of release of the results.			
	1.1.2 Forward the request to the Director for approval.			
	1.2 Input comments and decide if the request is for processing or not, then endorse it to the NHTS Policy and Plans Division (PPD) Chief.	None	6 hours	<i>Atty, Michael Joseph J. Lorico</i> <i>Regional Director – FO NCR</i>
1.3 Input recommendations and endorse it to the assigned Project		None	30 minutes	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>

	<p>Development Officer (PDO).</p> <p>1.4 Inform the requesting party on the approval or disapproval of the data request based on the DSWD MC 15, s. 2021.</p> <p><b>If approved-</b> the orientation will be scheduled including the preparation of the other documentary requirements not included in the submission of letter of request.</p> <p>If disapproved- Inform the requesting party of the disapproval highlighting the grounds for such denial through writing. (<i>End of process</i>)</p>	None	2 hours	<p><i>Ms. Mary Noemi C. Corales</i>  <i>Project Development Officer IV – NHTS</i></p>
<p>2. Attend the scheduled orientation with the NHTS designated personnel &amp; Inspection Team.</p>	<p>2.1 Orient the requesting party about the Listahanan, Data Privacy Act of 2012, MC 15, s. 2021, and data sharing requirements.</p> <p>2.1.1 Issue Certificate of Orientation on the Data Privacy Act (DPA) of 2012.</p> <p>2.1.2 Send to the requesting party via email the copy of the law,</p>	None	2 hours	<p><i>Ms. Mary Noemi C. Corales</i>  <i>Project Development Officer IV – NHTS</i></p>

	IRR and the issuances of NPC together with the issuance of Certification on the Acknowledgement Receipt of the said law/policies.			
3. Submit the signed Data Sharing Agreement (DSA) and other documentary requirements not included in the submission of letter request.	3.1 Review all documentary requirements including DSA submitted by the requesting party.	None	2 hours	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>
	3.1.1 Schedule with the requesting party on the conduct of virtual/physical inspection meeting			
4. Present the IT facilities to the NHTS Inspection Team.	4.1 Conduct virtual/physical inspection of IT facilities of the requesting party.	None	1 hour	<i>Information Technology Officer - NHTS</i>
	4.1.1 Issue Certifications (Certification of Physical Set-up, Organization, Technical and Security Set-up)			
	4.2 Certifications and documentary requirements will be attached to the accomplished DSA and for endorsement to the Department's/Regional DPO.	None	2 hours	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>  <i>Data Protection Officer – NHTS</i>
	4.3 Assess the accomplished DSA, and documentary attachments. Once approved, the DPO will endorse the DSA for the	None	1 day	<i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i>  <i>Data Protection Officer – NHTS</i>

	Department Secretary's signature/Regional Director.			
	4.4 Review and sign the DSA. The signed DSA will be endorsed to the NHTS for data processing.	None	3 days	<i>Atty. Michael Joseph J. Lorico Regional Director – FO NCR</i>
	4.5 Generate the requested data.	None	1 day	<i>Data Protection Officer – NHTS</i>
	4.6 Review result of the data generation	None	1 day	<i>Data Protection Officer – NHTS</i>
	4.7 Secure the data by adding password protection to the file			
	4.7.1 Prepare Data Release Form (DRF), draft memorandum reply, and burn results in a compact disc (CD), USB stick, or hard drive.  Other electro-mechanical storage device may apply as long as it is approved by the IT Head and the storage device is provided by the requesting party.  <i>Google drive may also be used as a storage of the requested data as long as it is encrypted and password-protected. Further, the password will only be released to the</i>	None	1 day	<i>Data Protection Officer – NHTS</i>

	<p><i>authorized personnel of the requesting party.</i></p> <p>4.7.2 Counter sign in the DRF</p> <p>4.7.3 Finalize the memo, attach the Data Release Form (DRF) and secure data then forward it to the administrative unit.</p>			
	4.8 Track and scan the documents upon releasing the result to the requesting Party.	None	10 minutes	<p><i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i></p>
5. Call NHTO/NHTS for retrieval of password upon receipt of the result.	5.1 Provide the password of the file to the requesting party thru phone upon inquiry. And administer the CSMS form per CART guidelines.	None	10 minutes	<p><i>Information Officer - NHTS</i></p>
<p><i>*With possible extension on the actual data processing depending on the volume of data requirements, number of names required, and the compliance and submission of the documentary requirements by the requesting.</i></p>				
<b>TOTAL</b>		<b>NONE</b>	<b>10 days, 1 hour, 35 minutes</b>	