

Data-Sharing with DSWD OBSUs: List of Data Subjects

Generation of data sets with Personal Information (PI) and Sensitive Personal Information (SPI) for social protection purposes.

Office or Division:	National Household Targeting Office/ National Household Targeting System			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G), Government to Business (G2B), Government to Citizen (G2C),			
Who may avail:	All DSWD Offices, Bureaus, Services, Units (OBSUs) at the Central and Field Offices, Centers, Residential Care Facility, Sections, and Units (CRCFU) at the regional level, and attached agencies.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>With existing and valid Non-Disclosure Agreement (NDA):</i>				
1. One (1) original/copy of letter of request (indicating purpose for the request, the list of data sets required and how these will be used, and a reasonable timeline as to when the requested data is needed)		Provided by the Requesting Party		
<i>No existing and valid Non-Disclosure Agreement (NDA):</i>				
1. One (1) original/certified true copy of document indicating the appointed and NPC-registered Data Protection Officer		Provided by the Requesting Party		
2. One (1) original copy of accomplished Non-Disclosure Agreement (NDA)				
3. One (1) copy of List of personnel who will have access to the Listahanan data together with the purpose and data processing they will employ in the treatment of data				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorse the letter of request with attached e-copy of the data requirements (if available) to NHTO/ NHTS.	1.1 Receive and record the request in the document transaction/tracking system.	None	15 minutes	Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS
	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 request to the NHTS Policy and			

	Plans Division (PPD) Chief for approval			
	1.2 Review, input comment, and decide if the request is for processing or not, then endorse it to the Regional Focal Coordinator.	None	6 hours	<i>Ms. Roselle M. Rentoza Policy Officer IV – Policy and Plans Division</i>
	1.3 Input recommendations and endorse it to the designated Data Privacy Officer (DPO)	None	6 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
	1.4 Review the request and make recommendations if the request is for approval or not, then endorse to the NHTS Policy and Plans Division Chief.	None	3 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>
2. Submission of signed Non-Disclosure Agreement (NDA) Agreement and other documentary requirements not included in the submission of letter of request to the NHTS for review on completeness	<p>2.1 The NHTS PPD Chief endorses the recommendation to the assigned Project Development Officer to inform the client on the approval or disapproval of the data request based on the DSWD AO 19, s. 2021.</p> <p>If Approved – Communicate with the requesting party, facilitate the signing of the NDA, and review all the documentary requirements If Disapproved- Return to</p>	None	2 hours	<i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i>

	<p>requesting party and prepare a Denial of Request for Data Form highlighting the grounds for such denial. <i>End of process.</i></p>			
	<p>2.1.1 After accomplishing the NDA and reviewing the completeness of the documentary requirements, endorse to the NHTS Information Technology Officer</p>			<p><i>Ms. Mary Noemi C. Corales Project Development Officer IV – NHTS</i></p>
	<p>2.1.2 Generate the requested data.</p>		<p>1 day</p>	
	<p>2.1.3 Review result of the data generation.</p>		<p>1day</p>	
	<p>2.1.4 Secure the data by adding password protection to the file.</p>			
	<p>2.1.4.1 Prepare Data Release Form (DRF), draft memorandum reply, and burn results in a compact disc (CD), USB stick, or hard drive.</p> <p>Other storage device may apply as long as it is approved by the IT Head and the storage device is provided by the requesting party. Google drive may also be used as a storage of the requested data as</p>	<p>None</p>	<p>1 day</p>	<p><i>Regional Information Technology Officer - NHTS</i></p>

	<p>long as it is encrypted and password-protected. Further, the password will only be released to the authorized personnel of the requesting party</p> <p>2.1.4.2 Counter sign in the DRF</p> <p>2.1.4.3 Finalize the memo, attach the Data Release Form (DRF) and secure data then forward it to the administrative unit.</p>				
	<p>2.2 Track and scan the document before releasing the result to the requesting party.</p>	None	10 minutes	<p><i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – NHTS</i></p>	
<p>3. Call NHTS for retrieval of password upon receipt of the result and submit the signed Certificate of Acceptance</p>	<p>3.1 Provide the password of the file to the requesting party thru phone upon inquiry and receive the signed Certificate of Acceptance from the requesting party.</p> <p>3.1.1 Administer the Client Satisfactory Measurement Survey (CSMS) form per Committee on Anti-Red Tape (CART) guidelines.</p>	None	10 minutes	<p><i>Ms. Mary Noemi C. Corales</i> <i>Project Development Officer IV – 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>					
TOTAL		NONE	5 days, 1 hour, 35 minutes		