



UNECO
THE LEADING COOPERATIVE UNION
COMMITTED TO THE PROMOTION OF GOOD GOVERNANCE
AND SOUND MANAGEMENT AMONG COOPERATIVES

CDA Registration No: 9520 - 04002282
TIN 229-756-667-000 CTPRO No. 020



Data Privacy Notice and Consent Form

UNECO will receive, use and store personal information about its affiliate's cooperatives, participants and colleagues. It is important that this information be handled lawfully and appropriately in line with the requirements of Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA) and "Implementing Rules and Regulations of the Data Privacy Act of 2012". We take our data protection duties seriously, because we respect the trust being placed on us to use personal information appropriately and responsibly.

This consent, and any other documents referred to in it, sets out the basis on which any personal data collected shall be processed.

We, at Union of Enterprising Cooperative (UNECO) value your privacy. This notice shall inform the ways in which personal information are being collected and processed and the means by which processes can be controlled to a certain extent.

As the personal information controller under Republic Act No. 10173 or the Data Privacy Act of 2012, Union of Enterprising Cooperative (UNECO) gives this notice to inform you of what personal information we collect and how your information will be processed and shared.

1. Service Description

Union of Enterprising Cooperative (UNECO) is providing the following services to all members:

- a) Public Training and Seminar;
- b) In-House Training;
- c) Livelihood Training;
- d) Bookkeeping Service; and
- e) Internal Audit Service

2. Information Collected

Personal data means data (whether stored electronically or paper based) relating to a living individual who can be identified directly or indirectly from that data (or from that data and other information in our possession).

Processing is any activity that involves use of personal data. It includes obtaining, recording or holding the data, organizing, amending, retrieving, using, disclosing, erasing or destroying. Processing also includes transferring personal data to third parties.

Sensitive personal data includes personal data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, physical

or mental health condition, sexual orientation or sexual life. It can also include data about criminal offences or convictions. Sensitive personal data can only be processed under strict conditions, with the consent of the individual.

The types of personal/sensitive data collected depends on the product or service that you avail or intend to avail from us, including but not limited to:

Basic Participant Data

- Complete name – First, Middle, Surname
- Sex
- Designation in the Cooperative
- Mobile Number / Landline Number
- Address
- E-mail address
- Facebook Account

Cooperative Profile:

- CDA Certificate of Registration
- Cooperative Identification Number
- Taxpayer Identification Number
- CDA Certificate of Compliance
- Primary Purpose of Business
- Principal Place of Business (Address)
- Contact Number such as mobile number and landline Number
- E-mail address
- Directors and Officers
- Number of Employees
- Average Net Surplus for the last 2 years
- Board Resolution authorizing the membership to the union
- Audited Financial Statement
- Articles of Cooperation and By-Laws

3. Data Protection Principles

Anyone processing personal data, must ensure that data is:

- a. Processed fairly, lawfully and in a transparent manner.
- b. Collected for specified, explicit and legitimate purposes and any further processing is completed for a compatible purpose.
- c. Adequate, relevant and limited to what is necessary for the intended purposes.
- d. Accurate, and where necessary, kept up to date.

- e. Kept in a form which permits identification for no longer than necessary for the intended purposes.
- f. Processed in line with the individual's rights and in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.
- g. Not transferred to people or organizations without informing the concerned individual.

4. Fair and Lawful Processing

The Data Privacy Act is not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the individual.

In compliance with the Data Privacy Act, only personal data where it is required for a lawful purpose shall be processed. The lawful purposes include (amongst others): whether the individual has given consent, the processing is necessary for performing a contract with the individual, for compliance with a legal obligation, or for the legitimate interest of the business. Additional conditions shall be observed when processing sensitive personal data.

5. Processing for Limited Purposes

In the course of UNECO's business, personal data specified in the *Schedule 1* shall be collected and processed. This may include data received directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, and email or otherwise) and the data received from other sources (including, for example, location data, business partners).

Only personal data for the specific purposes set out in the *Schedule 1* or for any other purposes specifically permitted by the Data Protection Requirements shall be processed. The data subject shall be notified of the purposes after collecting the data or as soon as possible thereafter.

6. Notifying Individuals

If personal data is collected directly from an individual, the individual shall be informed of the following:

- a. The purpose or purposes for which we intend to process the personal data, as well as the legal basis for the processing.
- b. Where we rely upon the legitimate interests of the business to process personal data, the legitimate interests shall be pursued.
- c. The types of third parties, if any, with which we will share or disclose that personal data.
- d. How individuals can limit our use and disclosure of their personal data.

- e. Information about the period that the information will be stored or the criteria used to determine that period.
- f. Their right to request from us as the controller access to and rectification or erasure of personal data or restriction of processing.
- g. Their right to object to processing and their right to data portability.
- h. Their right to withdraw their consent at any time (if consent was given) without affecting the lawfulness of the processing before the consent was withdrawn.
- i. The right to lodge a complaint with the National Privacy Commission.
- j. Other sources where personal data regarding the individual originated from and whether it came from publicly accessible sources.
- k. Whether the provision of the personal data is statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the individual is obliged to provide the personal data and any consequences of failure to provide the data.
- l. The existence of automated decision-making, including profiling and meaningful information about the logic involved, as well as the significance and the foreseen consequences of such processing for the individual.

If we receive personal data about an individual from other sources, we will provide them with this information as soon as possible (in addition to telling them about the categories of personal data concerned) but at the latest within 1 month.

We will also inform data subjects whose personal data we process that we are the data controller with regard to that data and our contact details are **+63 46 419-2882 and uneco.cuc@gmail.com** and who the **[Data Protection Compliance Manager/Data Protection Office]** is.

7. Adequate, Relevant and Non-excessive Processing

Personal data shall be collected to the extent that it is required for the specific purpose notified to the data subject.

8. Accurate Data

The personal data shall be ensured accurate and kept up- to -date. The accuracy of any personal data at the point of collection and at regular intervals afterwards shall be checked. All reasonable steps to destroy or amend inaccurate or out-of-date data shall be considered.

9. Timely Processing

Personal data shall not be kept longer than is necessary for the purpose or purposes for which it was collected. All reasonable steps to destroy, or erase from our systems, all data which is no longer required shall be considered.

10. Processing in line with Data Subject's Rights

All personal data shall be processed in line with data subjects' rights, in particular their right to:

- a. Confirmation as to whether or not personal data concerning the individual is being processed.
- b. Request access to any data held about them by a data controller.
- c. Request rectification, erasure or restriction on processing of their personal data.
- d. Lodge a complaint with a supervisory authority.
- e. Data portability.
- f. Object to processing including for direct marketing.
- g. Not be subject to automated decision-making including profiling in certain circumstances.

11. Data Security

Appropriate security measures shall be taken against unlawful or unauthorized processing of personal data, and against the accidental or unlawful destruction, damage, loss, alteration, unauthorized disclosure of or access to personal data transmitted, stored or otherwise processed.

Procedures and technologies shall be put in place to maintain the security of all personal data from the point of the determination of the means for processing and point of data collection to the point of destruction. Personal data shall only be transferred to a data processor after agreeing to comply with those procedures and policies, or upon putting in place adequate measures.

Data security shall be maintained by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- a. **Confidentiality** means that only people who are authorized to use the data can access.
- b. **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
- c. **Availability** means that authorized users should be able to access the data if they need it for authorized purposes. Personal data should therefore be stored on the UNECO central computer system instead of individual PCs.

12. Security procedures include:

Entry controls. Password is recommended for every personal computer / laptop for entry-controlled areas.

Secure lockable desks and steel cabinet. Desks and steel cabinets shall be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)

Data minimization.

Pseudonymization and encryption of data.

Methods of disposal. Paper documents shall be shredded. Digital storage devices shall be physically destroyed when they are no longer required.

Equipment. Staff must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

13. Subject Access Requests

A formal request for information shall be submitted. Employees who received the request shall forward it to [NAME] immediately.

When receiving telephone enquiries, personal data on our systems will be disclosed only if the following conditions are met:

- a. The caller's identity shall be checked to make sure that information is only given to a person who is entitled to it.
- b. The caller shall be instructed to put the request in writing if not sure about the caller's identity and where the identity cannot be checked.

Where a request is made electronically, data will be provided electronically where possible.

UNECO's employees shall refer the request to Executive Director [or the Data Protection Officer / Compliance Officer of Privacy] for assistance in difficult situations.

14. Changes to this Policy

We reserve the right to change this policy at any time. Where appropriate, we will notify changes by mail or email.

For any concerns or queries, kindly contact the below Data Protection Officer through the following details:

Contact Number: 046-419-2882
Email address: uneco.cuc@gmail.com

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable law.

Signature over Printed Name

Date

Reference: www.uk.coop/gdprtoolkit