

Step by step guide for Phase 1 Registration of MD private practice

https://register.privacy.gov.ph/



# NATIONAL PRIVACY COMMISSION

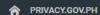






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DATA PROCESSING SYSTEM ONLINE REGISTRY



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i About the Registration

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Start your registration with National Privacy Commission

Click Register Now!

## Welcome to NPC Data Processing System!

The Personal Information Controllers or Personal Information Processors that employ more two hundred and fifty (250) persons shall be required to register.

Personal Information Controllers or Personal Information Processors that have less than 250 employees are also required to register if:

- · The processing carried out is likely to pose a risk to the rights and freedoms of data subjects;
- . The processing is not occasional(more than once a year); or
- . The processing includes sensitive personal information of at least one thousand (1,000) individuals

To know more about the registration, click here.

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# Start your Registration with the National Privacy Commission

The Registration system is one of the means by which the National Privacy Commission can ensure compliance of personal information controllers and personal information processors with the Data Privacy Act of 2012. This will also assist both the NPC and those involved in processing of personal data in upholding rights of data subject.

# What you need to submit?

Please submit two (2) hard copies of the following documents to the NPC:

## For Government Agencies

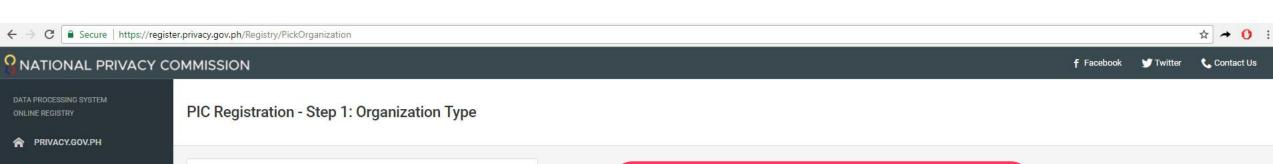
- Certified true copy of the Special/Office Order, or any similar document, designating or appointing the DPO of the PIC or PIP;
  and
- Where applicable, a copy of the charter of your agency, or any similar document identifying its mandate, powers, and/or functions.

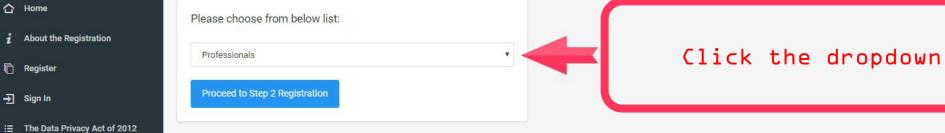
#### For Private Entities

- Duly-notarized Secretary's Certificate authorizing the appointment or designation of DPO, or any other document that demonstrates the validity of the appointment or designation
- 2. Photocopy of any of the following documents, where applicable:
  - a. Certificate of Registration (SEC Certificate, DTI Certification of Business Name or Sole Proprietorship) or any similar document; and/or
  - b. Franchise, license to operate, or any similar document.

Register

Click Register





**!**≣ Commission's Circulars



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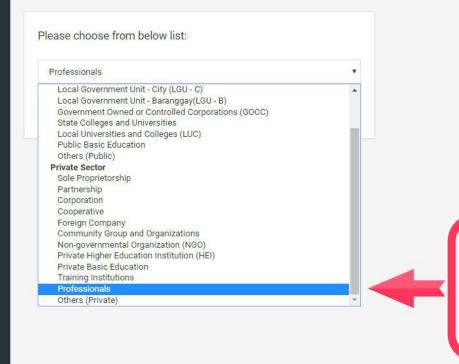
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→ Sign In

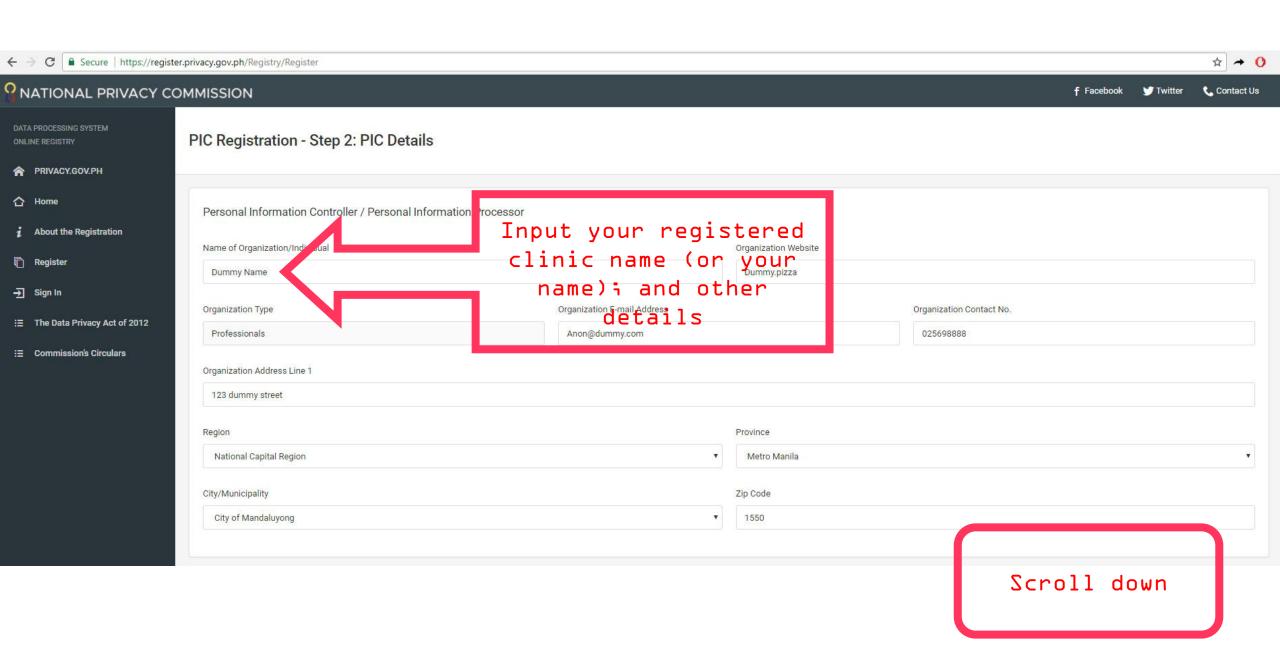
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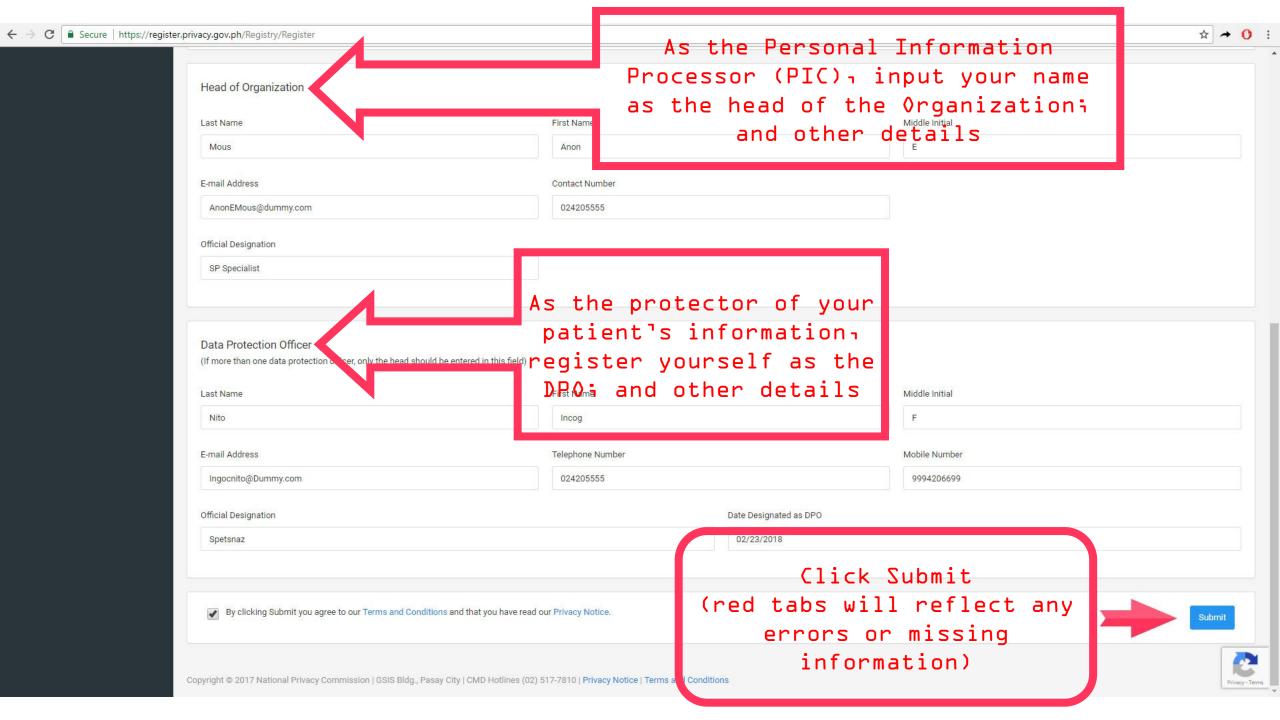
# PIC Registration - Step 1: Organization Type

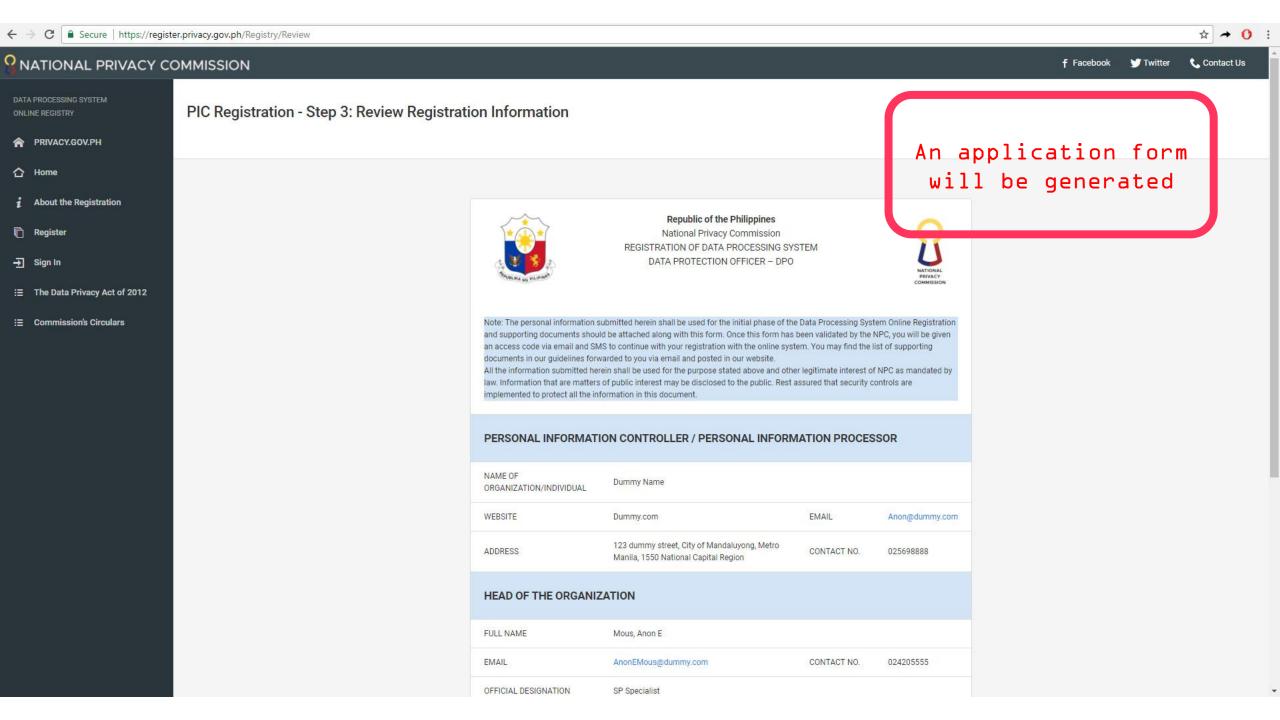


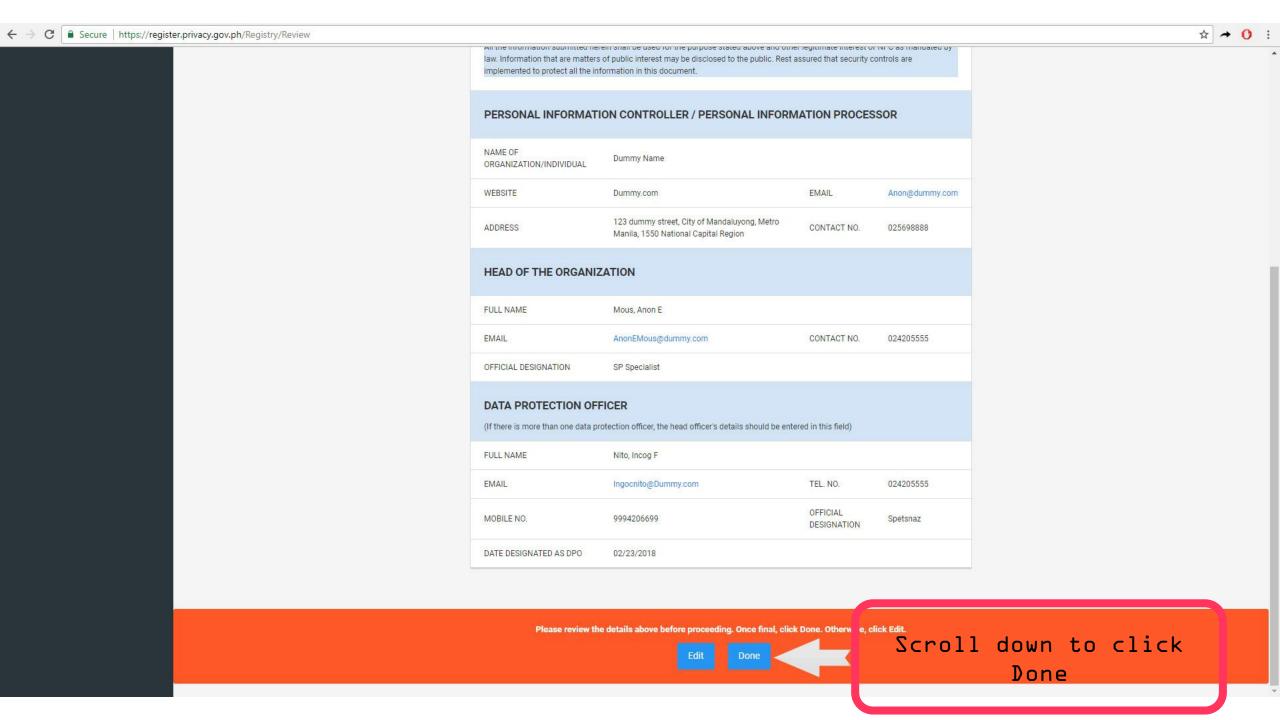
For private practice, select "Professionals"











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## PIC Registration

## Registration Complete

Thank you for registering!

Kindly check your e-mail for acknowledgment of your application and wait for the account confirmation and access code that will be sent via email and SMS. Account verification process will start seven (7) days after receipt by NPC of the notarized registration form along with the supporting documents.

### **Supporting Documents**

#### For Government Agencies

- 1. Certified true copy of the Special/Office Order, or similar document designating or appointing the DPO of the PIC or PIP; and
- 2. Where applicable, a copy of the charter of the government entity, or any similar document identifying its mandate, powers, and/or functions.

#### For Private Entities

- 1. Duly-notarized Secretary's Certificate authorizing the appointment or designation of DPO, or any other document that demonstrates the validity of the appointment or designation
- 2. Photocopy of any of the following documents, where applicable:
  - a. Certificate of Registration (SEC Certificate, DTI Certification of Business Name or Sole Proprietorship) or any similar document; and/or
  - b. Franchise, license to operate, or any similar document.

If you have any question or clarifications, you may contact us at info@privacy.gov.ph

Back to Home Page

Download and Print PDF

Download and print the generated PDF to be notarized and sent to The National Privacy Commission



COMMISSION Please mail the complete / notarized

form to:

# The National Privacy Commission

5<sup>th</sup> Floor Delegation Building Philippine International Convention Center (PICC) Pasay City

Expect an email for the Phase 2

registration.