PRIVACY IMPACT ASSESSMENT

1. **Project/System Description**
2. **Description**

The Accreditation and Certification Management Information System is a tailored solution designed for Polytechnic University of the Philippines Quezon City Branch to address the problems with the accreditation and certification manual processes. This system is dedicated to optimizing the management of accreditation-related activities, ensuring a seamless and efficient experience for both the university and the entities seeking accreditation.

The system aims to automate and speed up the manual processes, alleviating challenges associated with manual assessments, time-consuming verifications, and communication inefficiencies. This purpose-built platform is exclusive to accreditation and certification procedures, offering a comprehensive suite of tools to facilitate a transparent, organized, and accelerate workflow.

This system empowers the university to manage accreditation tasks with agility, providing a centralized digital hub for accreditation-related documentation and communication. Through the Accreditation and Certification Management Information System, the university can efficiently coordinate with accrediting bodies, manage certification requirements, and ensure compliance with industry standards.

1. **Scope of PIA**

The Privacy Impact Assessment for Accreditation and Certification Management Information System is designed to examine privacy considerations in personal information handling. We prioritize strict adherence to privacy regulations, assessing risks and implementing security measures.

The evaluation spans the accreditation data lifecycle, emphasizing data minimization. We utilize user authentication, and authorization, ensuring authorized access and protection.

1. **Threshold Analysis**

The following questions are intended to help you decide whether a PIA is necessary. Answering ‘yes’ to any of these questions is an indication that a PIA would be a useful exercise. You can expand on your answers as the project develops if you need to.

a. Will the project or system involve the collection of new information about individuals?

O No O Yes

b. Is the information about individuals sensitive in nature and likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private?

O No O Yes

c. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

O No O Yes

d. Will the initiative require you to contact individuals in ways which they may find intrusive?

O No O Yes

e. Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?

O No O Yes

f. Does the initiative involve you using new technology which might be perceived as being privacy intrusive (e.g. biometrics or facial recognition)?

O No O Yes

g. Will the initiative result in you making decisions or taking action against individuals in ways which can have a significant impact on them?

O No O Yes

h. Are the personal data collected prior to August 2016?

O No O Yes

1. **Stakeholders Engagement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Involvement** | **Inputs/recommendations** |
| Faculty Member | End-users | Actively use the system involving accreditation activities | User feedback on the accessibility, user interface, and overall experience. Suggestions for additional features or enhancements to streamline the document request process. |
| Admin | System Administrators | Oversee and manage the Accreditation and Certification Management Information System. | Share feedback on system performance, recommend updates, and provide insights into security measures. Offer guidance on administrative processes related to accreditation data management. |
| Quality Assurance | Oversight and Compliance | Ensure the system complies with accreditation standards and regulations. | Contribute expertise in ensuring the system meets accreditation standards. Provide recommendations for improvements in data quality and compliance measures. |

1. **Personal Dataflow**
2. **Privacy Impact Analysis**

Each program, project or means for collecting personal information should be tested for consistency with the following Data Privacy Principles (as identified in Rule IV, Implementing Rules, and Regulations of Republic Act No. 10173, known as the “Data Privacy Act of 2012”). Respond accordingly with the questions by checking either the “Yes” or “No” column and/or listing the what the questions may indicate.

|  |  |  |  |
| --- | --- | --- | --- |
| Transparency | Yes | No | Not applicable |
| 1. Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data? | ✔ |  |  |
| 2. Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data? | ✔ |  |  |
| 3. Are data subjects aware of his or her rights as a data subject and how these can be exercised?  Below are the rights of the data subjects:   * Right to be informed * Right to object * Right to access * Right to correct * Right for erasure or blocking * Right to file a complaint * Right to damage * Right to data portability | ✔ |  |  |
| 4. Is there a document available for public review that sets out the policies for the management of personal data?  Please identify document(s) and provide link where available: | ✔ |  |  |
| 5. Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage, and disclosure? | ✔ |  |  |
| 6. Are the data subjects aware of the identity of the personal information controller or the organization/entity processing their personal data? | ✔ |  |  |
| 7. Are the data subjects provided information about how to contact the organization’s Data Protection Officer (DPO)? | ✔ |  |  |
| Legitimate purpose | Yes | No | Not applicable |
| 1. Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy? | ✔ |  |  |
| 2. Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent? | ✔ |  |  |
| Proportionality | Yes | No | Not applicable |
| 1. Is the processing of personal data adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose? | ✔ |  |  |
| 2. Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available? | ✔ |  |  |
| Collection | Yes | No | Not applicable |
| 1. Is the collection of personal data for a declared, specified, and legitimate purpose? | ✔ |  |  |
| 2. Is individual consent secured prior to the collection and processing of personal data? If no, specify the reason. | ✔ |  |  |
| 3. Is consent time-bound in relation to the declared, specified and legitimate purpose? | ✔ |  |  |
| 4. Can consent be withdrawn? |  |  | ✔ |
| 5. Are all the personal data collected necessary for the program? | ✔ |  |  |
| 6. Are the personal data anonymized or de-identified? |  | ✔ |  |
| 7. Is the collection of personal data directly from the individual? |  | ✔ |  |
| 8. Is there authority for collecting personal data about the individual from other sources? | ✔ |  |  |
| 9. Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program? | ✔ |  |  |
| 10. Is it necessary to collect a unique identifier of another agency? e.g. SSS number, PhilHealth, TIN, Pag-IBIG, etc. |  |  | ✔ |
| Use and Disclosure | Yes | No | Not applicable |
| 1. Please identify all steps taken to ensure that all data that is collected, used, or disclosed will be accurate, complete, and up to date: |  |  |  |
| 1.1 \*Please identify all steps taken to ensure that all data that is collected, used, or disclosed will be accurate, complete and up to date: | ✔ |  |  |
| 1.2 \*The system is regularly tested for accuracy |  |  | ✔ |
| 1.3 \*Periodic reviews of the information | ✔ |  |  |
| 1.4 \*A disposal schedule in place that deletes information that is over the retention period |  |  | ✔ |
| * 1. \*Staff are trained in the use of the tools and receive periodic updates | ✔ |  |  |
| 1.6 \*Reviews of audit trails are undertaken regularly | ✔ |  |  |
| 1.7 \*Independent oversight | ✔ |  |  |
| 1.8 \*Incidents are reviewed for lessons |  |  | ✔ |
| 1.9 \*Others, please specify |  |  |  |
| Data Security | Yes | No | Not applicable |
| 1. Do you have appropriate and reasonable organizational, physical, and technical security measures in place? organizational measures - refer to the system’s environment, particularly to the individuals carrying them out. Implementing the organizational data protection policies aim to maintain the availability, integrity, and confidentiality of personal data against any accidental or unlawful processing (i.e. access control policy, employee training, surveillance, etc.,) physical measures – refers to policies and procedures shall be. implemented to monitor and limit access to and activities in the room, workstation, or facility, including guidelines that specify the proper use of and access to electronic media (i.e. locks, backup protection, workstation protection, etc.,) technical measures - involves the technological aspect of security. in protecting personal information (i.e. encryption, data center policies, data transfer policies, etc.,) | ✔ |  |  |
| Organizational Security | Yes | No | Not applicable |
| \*Have you appointed a data protection officer or compliance officer? | ✔ |  |  |
| \*Are there any data protection and security measure policies in place? | ✔ |  |  |
| \*Do you have an inventory of processing systems? Will you include this project/system? |  | ✔ |  |
| \*Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure? |  |  | ✔ |
| \*If the processing is delegated to a Personal Information Processor, have you reviewed the contract with the personal information processor? |  | ✔ |  |
| Physical Security | Yes | No | Not applicable |
| \*Are there policies and procedures to monitor and limit the access to this project/system? |  | ✔ |  |
| \*Are the duties, responsibilities, and schedule of the  individuals that will handle the personal data processing clearly defined? | ✔ |  |  |
| \*Do you have an inventory of processing systems? Will you include this project/system? |  | ✔ |  |
| Technical Security | Yes | No | Not applicable |
| \*Is there a security policy with respect to the processing of personal data? | ✔ |  |  |
| \*Do you have policies and procedures to restore the  availability and access to personal data when an incident happens? |  | ✔ |  |
| \*Do/Will you regularly test, assess, and evaluate the  effectiveness of the security measures of this project/system? | ✔ |  |  |
| \*Are the personal data processed by this project/system encrypted while in transit or at rest? |  | ✔ |  |
| 2. The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure? | ✔ |  |  |
| 3. If yes, which of the following has the program undertaken to protect personal data across the information lifecycle: |  |  |  |
| 3.1 \* Identifying and understanding information types | ✔ |  |  |
| 3.2 \* Assessing and determining the value of the information | ✔ |  |  |
| 3.3 \* Identifying the security risks to the information | ✔ |  |  |
| 3.4 \* Applying security measures to protect the information | ✔ |  |  |
| 3.5 \* Managing the information risks. | ✔ |  |  |
| Disposal | Yes | No | Not applicable |
| 1. The program will take reasonable steps to destroy or deidentify personal data if it is no longer needed for any purpose. If YES, please list the steps: |  | ✔ |  |
| Cross-border Data Flows (optional) | Yes | No | Not applicable |
| 1. The program will transfer personal data to an organization or person outside of the Philippines. If YES, please describe: |  | ✔ |  |
| 2. Personal data will only be transferred to someone outside of the Philippines if any of the following apply:  a. The individual consents to the transfer  b. The organization reasonably believes that the recipient is subject to laws or a contract enforcing information handling principles substantially similar to the DPA of 2012  c. The transfer is necessary for the performance of a contract between the individual and the organization.  d. The transfer is necessary as part of a contract in the interest of the individual between the organization and a third party.  e. The transfer is for the benefit of the individual; |  | ✔ |  |
| 3. The organization has taken reasonable steps so that the  information transferred will be stored, used, disclosed, and otherwise processed consistently with the DPA of 2012  If YES, please describe:  The Organization is The PUPQC na sumusunod sa ano mang batas na tumutugon sa data privacy so that they have taken a reasonable step so that the information transferred will be stored, used, disclosed, and otherwise processed consistently with the DPA of 2012 | ✔ |  |  |

1. **Privacy Risk Management**

*For the purpose of this section, a risk refers to the potential of an incident to result in harm or danger to a data subject or organization. Risks are those that could lead to the unauthorized collection, use, disclosure, or access to personal data. It includes risks that the confidentiality, integrity, and availability of personal data will not be maintained, or the risk that processing will violate rights of data subjects or privacy principles (transparency, legitimacy, and proportionality).*

*The first step in managing risks is to identify them, including threats and vulnerabilities, and by evaluating its impact and probability.*

*The following definitions are used in this section,*

*Risk - “the potential for loss, damage or destruction as a result of a threat exploiting a vulnerability”;*

*Threat - “a potential cause of an unwanted incident, which may result in harm to a system or organization”;*

*Vulnerability - “a weakness of an asset or group of assets that can be exploited by one or more threats”;*

*Impact - severity of the injuries that might arise if the event does occur (can be ranked from trivial injuries to major injuries); and*

*Probability - chance or probability of something happening;*

|  |  |  |
| --- | --- | --- |
|  | Impact | |
| Rating | Types | Description |
| 1 | Negligible | The data subjects will either not be affected or may encounter a few inconveniences, which they will overcome without any problem. |
| 2 | Limited | The data subject may encounter significant inconveniences, which they will be able to overcome despite a few difficulties. |
| 3 | Significant | The data subjects may encounter significant inconveniences, which they should be able to overcome but with serious difficulties. |
| 4 | Maximum | The data subjects may encounter significant inconveniences, or even irreversible, consequences, which they may not overcome. |
|  |  | Probability |
| 1 | Unlikely | Not expected, but there is a slight possibility it may occur at some time. |
| 2 | Possible | Casual occurrence. It might happen at some time. |
| 3 | Likely | Frequent occurrence. There is a strong possibility that it might occur. |
| 4 | Almost Certain | Very likely. It is expected to occur in most circumstances. |

*Select the appropriate level or criteria of impact and probability to better assess the risk. Kindly refer to the table below for the criteria.*

*Note: Try to itemize your risks by designating a reference number. This will be used as a basis on the next sections (VII. Recommended Privacy Solutions and VIII. Sign off and Action Plan). Also, base the risks on the violation of privacy principles, rights of data subjects and confidentiality, integrity and availability of personal data.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref# | Threats/ Vulnerabilities |  | Impact | |  |  | Probability | |  | Risk Rating | |
| 1 | Unauthorized Access | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 2 | Data Breach | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 2 | Privacy Concerns | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 3 | System Downtime | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 4 | Phishing Attacks | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 5 | Insider Threats | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 6 | Inadequate Authentication | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 7 | Integration Challenges | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 8 | Regulatory Compliance Issues | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |
| 9 | Data Loss | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |

*Kindly follow the formula below for getting the Risk Rating:*

*Risk Rating = Impact x Probability*

*Kindly refer to the table below for the criteria.*

|  |  |
| --- | --- |
| Rating | *Types* |
| 1 | Negligible |
| 2 to 4 | Low Risk |
| 6 to 9 | Medium Risk |
| 10-16 | High Risk |

**PRIVACY RISK MAP**

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **8** | **12** | **16** |
| **3** | **6** | **9** | **12** |
| **2** | **4** | **6** | **8** |
| **1** | **2** | **3** | **4** |

4

3

2

1

**IMPACT**

1 2 3 4

**PROBABILITY**

1. **Recommended Privacy Solutions**

From the risks stated in the previous section, identify the recommended solution or mitigation measures. You can cite your existing controls to treat the risks in the same column.

|  |
| --- |
| Recommended Solutions (Please provide justification) |
|  |
|  |
|  |
|  |
|  |