

# **TERMS AND CONDITIONS AND DATA PRIVACY NOTICE**

## **Barangay Parada Online Services Portal**

**Barangay Parada, Municipality of Sta. Maria, Province of Bulacan  
Republic of the Philippines**

### **I. GENERAL INFORMATION**

This document governs the use of the Barangay Parada Online Services Portal (“Portal”), an official digital platform established and maintained by the Barangay Government of Parada for the purpose of delivering public services, providing downloadable forms, and facilitating barangay-related transactions. Access to and use of this Portal signifies full acceptance of these Terms and Conditions and Data Privacy Notice. Users who do not agree with any provision herein must immediately discontinue use of the Portal.

### **II. LEGAL BASIS AND AUTHORITY**

This Portal is implemented pursuant to:

The Local Government Code of 1991 (Republic Act No. 7160)

The Data Privacy Act of 2012 (Republic Act No. 10173)

Relevant barangay ordinances and resolutions duly enacted by the Sangguniang Barangay of Parada

These Terms are issued under the authority of the Barangay Government to regulate the proper use of its official online systems.

### **III. PURPOSE AND SCOPE OF THE PORTAL**

The Portal is intended solely for the following purposes:

Dissemination of official barangay information

Access to downloadable application forms

Preliminary submission of data for barangay transactions

Guidance on service requirements and procedures

The Portal does not replace:

In-person verification

Physical submission of original documents

Approval and issuance of official certificates

All services remain subject to barangay validation and approval.

### **IV. ELIGIBILITY OF USERS**

The Portal may be used only by:

Residents of Barangay Parada

Individuals or entities with legitimate barangay transactions

Authorized representatives with valid authority

By using this Portal, the user represents and warrants that all information provided is truthful, accurate, complete, and submitted in good faith.

## **V. USER RESPONSIBILITIES AND OBLIGATIONS**

Users agree to:

Provide correct and complete personal and transaction-related information

Upload only authentic and unaltered documents

Comply with barangay policies, procedures, and lawful requests

The Barangay reserves the right to deny or suspend access to services for users who submit false, misleading, or fraudulent information.

## **VI. SUBMISSION, VERIFICATION, AND PROCESSING OF APPLICATIONS**

Submission through the Portal does not guarantee approval.

All applications are subject to verification by authorized barangay personnel.

The Barangay may request additional documents or personal appearance.

Processing timelines are indicative and may vary due to volume, validation, or administrative requirements.

## **VII. FEES AND PAYMENTS**

All applicable fees shall be based on existing barangay ordinances and resolutions.

Fees paid are non-refundable once processing has commenced.

Payment does not automatically result in approval or issuance of documents.

## **VIII. DATA PRIVACY NOTICE**

### **A. Collection of Personal Data**

The Barangay collects personal information including, but not limited to:

Full name, address, contact details

Date of birth, occupation, residency details

Uploaded identification and supporting documents

## **B. Purpose of Data Processing**

Personal data is collected and processed solely for:

- Verification of identity and residency
- Processing of barangay applications and requests
- Compliance with legal and administrative requirements

## **C. Legal Basis**

Processing of personal data is conducted in accordance with:

- Republic Act No. 10173 (Data Privacy Act of 2012)
- Its Implementing Rules and Regulations

## **D. Data Sharing and Disclosure**

Personal data shall not be disclosed to third parties except:

- When required by law
- When requested by authorized government agencies
- When necessary for official barangay functions

## **E. Data Security**

The Barangay implements reasonable organizational, physical, and technical security measures to protect personal data against unauthorized access, loss, misuse, or disclosure.

## **F. Data Retention**

Personal data shall be retained only for as long as necessary to fulfill its purpose or as required by law, after which it shall be securely disposed of.

## **G. Data Subject Rights**

Users have the right to:

- Be informed of data processing
- Access their personal data
- Request correction of inaccurate data
- Lodge complaints with the Barangay or the National Privacy Commission

## **IX. USE OF UPLOADED DOCUMENTS**

Users certify that all uploaded documents are genuine and lawfully obtained. Submission of falsified documents may result in:

- Denial of service
- Administrative sanctions
- Referral to appropriate authorities

## **X. SYSTEM AVAILABILITY AND LIMITATIONS**

The Barangay does not guarantee uninterrupted access to the Portal. Temporary service interruptions may occur due to maintenance, upgrades, or unforeseen technical issues.

The Barangay shall not be held liable for delays or inconvenience caused by system downtime.

## **XI. PROHIBITED ACTS**

Users are strictly prohibited from:

- Submitting false or misleading information
  - Using the Portal for unlawful or malicious purposes
  - Attempting to compromise system security
  - Accessing unauthorized data or systems
- Violations may result in suspension of access and legal action.

## **XII. INTELLECTUAL PROPERTY**

All content, layout, and official materials on this Portal are the property of the Barangay Government of Parada unless otherwise stated. Unauthorized reproduction or modification is prohibited.

## **XIII. LIMITATION OF LIABILITY**

The Barangay, its officials, and personnel shall not be liable for any damages arising from:

- Use or inability to use the Portal
- Processing delays
- Technical or system-related issues beyond reasonable control

## **XIV. AMENDMENTS**

The Barangay reserves the right to amend these Terms and Conditions at any time. Amendments take effect immediately upon posting on the Portal.

## **XV. GOVERNING LAW AND JURISDICTION**

These Terms shall be governed by the laws of the Republic of the Philippines. Any dispute shall be within the jurisdiction of the proper courts of Bulacan.

#### **XVI. ACCEPTANCE AND CONSENT**

By accessing this Portal, downloading forms, or submitting information, the user expressly acknowledges and agrees to these Terms and Conditions and consents to the collection and processing of personal data as described herein.