

Privacy Notice

We, at the City Government of Mandaluyong, are committed to protect and respect your personal data privacy and rights. We are not just complying but performing our obligations under Republic Act No. 10173 or the Data Privacy Act of 2012. We collect and process your personal data to carry out our mandate and functions under Republic Act No. 7160 or the Local Government Code of 1991 and all other relevant laws, ordinances, rules and regulations.

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Personal data collected

The personal data being collected and processed by the different departments and offices of the City Government of Mandaluyong depend on their specific mandate and functions.

DEPARTMENTS

- [CITY PLANNING AND DEVELOPMENT DEPARTMENT](#)
- [CITY ASSESSOR’S DEPARTMENT](#)
- [CITY CIVIL REGISTRY DEPARTMENT](#)
- [CITY BUSINESS PERMITS AND LICENSING DEPARTMENT](#)
- [CITY CULTURAL AFFAIRS AND TOURISM DEPARTMENT](#)
- [CITY HUMAN RESOURCE MANAGEMENT DEPARTMENT](#)
- [CITY HEALTH DEPARTMENT](#)
- [CITY LEGAL DEPARTMENT](#)
- [CITY ENGINEERING AND BUILDING OFFICIALS DEPARTMENT](#)
- [CITY BARANGAY AFFAIRS AND COMMUNITY SERVICES DEPARTMENT](#)
- [CITY COUNCIL SECRETARIAT](#)
- [CITY TREASURER’S DEPARTMENT](#)
- [CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT](#)
- [CITY SOCIAL WELFARE AND DEVELOPMENT DEPARTMENT](#)
- [CITY PUBLIC INFORMATION DEPARTMENT](#)
- [CITY TRAFFIC AND PARKING MANAGEMENT DEPARTMENT](#)
- [MANDALUYONG HOUSING AND DEVELOPMENT DEPARTMENT](#)

OFFICES

- [SANGGUNIANG PANLUNGSOD](#)
- [COOPERATIVES DEVELOPMENT DIVISION](#)
- [PERSONS WITH DISABILITIES AFFAIRS DIVISION](#)
- [DAYCARE SERVICES CHILD AND YOUTH WELFARE DIVISION](#)
- [MANDALUYONG MANPOWER AND TECHNICAL VOCATIONAL TRAINING CENTER](#)
- [MANDALUYONG CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE](#)
- [URBAN POOR AFFAIRS OFFICE/LABOR AFFAIRS OFFICE/WELCOM](#)
- [COOPERATIVES DEVELOPMENT DIVISION](#)
- [MANDALUYONG SPORTS DEVELOPMENT OFFICE](#)
- [MANDALUYONG YOUTH DEVELOPMENT OFFICE](#)
- [MARKET OPERATION DIVISION](#)
- [PUBLIC EMPLOYMENT SERVICES DEPARTMENT](#)
- [MANDALUYONG ANTI-DRUG ABUSE OFFICE](#)
- [CITY ENVIRONMENTAL MANAGEMENT DEPARTMENT](#)
- [PROJECT TEACH](#)
- [SENIOR CITIZENS AFFAIRS DIVISION](#)

Collection of your personal data

Because data minimization is at the core of our collection policy, we only collect personal information that we need using the prescribed form or through our designated

frontline personnel. In general, we collect personal information when implement specific plans, programs, policies and activities of the City Government as mandated by law. We usually collect personal information from you when we exercise our mandate to regulate businesses in the city, such as in issuing the proper business permits and licenses, clearances, building and other related permits. We also collect personal information when you pay taxes and fees on business and real property as well as in registering birth, marriage and death certificates. We also collect personal information for the proper enforcement of our city ordinances and resolutions as well as existing national laws, rules and regulations. We also collect personal information in order to render efficient and effective public and social services such as housing benefits, health care, legal services and various financial assistance to the indigent and marginalized.

Use

Your collected personal information will be used for documentation and processing within the different departments and offices of the City Government in order to render efficient and effective public service. We will not disclose or share your personal data with any third party, unless you expressly consent to it or unless we are under any legal obligation to do so or required by law.

Risk involved

We recognize the risks involved in the processing of personal data, such as data breaches and unauthorized processing of data, and we undertake to process adequate, and not excessive, personal data in relation to the declared purpose. Personal data will only be processed in accordance with the DPA, and a control framework shall be implemented to avoid the aforementioned risks.

Protection Measures

We are committed to safeguard the confidentiality, integrity, and availability of your personal data either physically and/or electronically by maintaining a combination of organizational, physical, and technical security measures based on accepted data privacy and information security standards.

Storage, Retention, and Disposal

Only authorized employees of the City Government have access to your personal data. Any exchange involving your personal data will be carried out through secured emails and personal service. Physical records containing your personal data will be placed in steel filing cabinets with lock and key management system and kept for two (2) years, while electronic records will be stored in a database for five (5) years, unless otherwise provided by law. After the purpose for which your collected personal data were terminated or realized, physical records shall be disposed through shredding while electronic records shall be anonymized, unless otherwise provided by law.

Changes to the privacy notice

We reserve the right to update or revise this privacy notice at any time, and we will provide a new privacy notice whenever there are substantial changes. Previous versions of the privacy notice are retained by the DPO, and shall be provided to data subjects upon request.

Your rights as data subjects

Under the Data Privacy Act, you have the right to be informed and ask for a copy of any personal data we hold about you, as well as to have it corrected in case of inaccuracy or error in our records. You also have the right to have your data in an electronic format. You have the right to suspend, withdraw or order the blocking, removal, or destruction of your personal data. You may claim compensation if you suffered damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, considering any violation of your rights and freedoms as data subject. If you feel that your personal data have been misused, maliciously disclosed, or

****From the website of Mandaluyong City: <https://mandaluyong.gov.ph/>**

improperly disposed, or that any of your data privacy rights have been violated, you have a right to file a complaint. To do so, you may have to accomplish the **Data Privacy Contact Form** with complete supporting documents and file with our DPO, or send the same to **dpo@mandaluyong.gov.ph**.

Data Protection Officer (DPO) Contact Details

If you have any questions on the collection and processing of your personal data, you may get in touch with our DPO through any of the contact details listed below:

Name: **ATTY. JEFFFREY P. OMADTO**

Tel.no: **(02) 85325001**

Email: **dpo@mandaluyong.gov.ph**

Address: **City Legal Department, 4F Executive Building, City Government Complex, Maysilo Circle, Plainview, Mandaluyong City**

Date of effectivity: **26 April 2024**