

Privacy Policy

Effective Date: [Insert Date]

1. Introduction & Scope

[System Name] respects your privacy and is committed to protecting your personal information in compliance with the **Data Privacy Act of 2012 (R.A. 10173)** and other relevant Philippine laws. This Privacy Policy applies to all users, including applicants and authorized internal staff.

2. Data We Collect

We may collect:

- **Personal Information** – name, address, date of birth, government-issued IDs, contact details.
- **Case-related Information** – relevant details for clearance issuance.
- **System Usage Data** – login records, device details, IP addresses.

3. Purpose of Data Processing

Your data is collected and processed for the following purposes:

- Processing and issuing Prosecutor's Clearances.
- Verifying identities and preventing fraud.
- Maintaining official records in compliance with legal mandates.
- Improving system performance and security.

4. Legal Basis for Processing

Processing is based on:

- Compliance with a legal obligation.
- Performance of a task carried out in the public interest.
- Your consent (for optional features or notifications).

5. Data Storage & Security Measures

- All data is stored securely in encrypted databases.
- Access is restricted to authorized personnel only.
- We implement security measures consistent with **National Privacy Commission** guidelines.

6. Sharing & Disclosure of Information

We do not sell or trade your personal information. However, we may share your data with:

- Authorized law enforcement agencies (when required by law).
- Other government offices (as mandated for verification).
- The service provider (for maintenance and support, bound by confidentiality).

7. User Rights

Under the Data Privacy Act, you have the right to:

- Access your personal information.
- Request correction of inaccuracies.
- Withdraw consent (where applicable).

- Lodge a complaint with the **National Privacy Commission**.

8. Contact Information

For privacy concerns, you may contact:

Data Protection Officer

[Prosecutor's Office Name / Placeholder]

Email: [Insert Email Address]

Phone: [Insert Contact Number]