

## **OPCAS DATA PRIVACY POLICY**

This Privacy Policy ("Policy") outlines how Quezon City Prosecutor's Office ("QCPO," "QC Prosecutor's Office," "We," "Us," or "Our") collects, uses, discloses, and protects personal information in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its implementing rules and regulations (collectively, the "Data Privacy Act").

### **1. Information We Collect:**

a. Personal Information: We may collect personal information such as names, addresses, contact details, identification documents, financial records, and other relevant information required for the processing of a Prosecutor's Clearance.

b. Sensitive Personal Information: In compliance with the Data Privacy Act, we may collect sensitive personal information for legitimate purposes, such as processing of clearances.

### **2. Purpose of Collection:**

We collect personal information for the following purposes:

a. Registration and Clearance Processing: To maintain accurate records of our members, their accounts, and their transactions.

b. Communication: To provide updates, notifications, and relevant information about cooperative activities, promotions, and policies.

c. Compliance: To fulfill legal and regulatory requirements, including reporting to government agencies as mandated by law.

### **3. Data Security and Retention:**

a. We implement reasonable security measures to protect personal information against unauthorized access, disclosure, alteration, or destruction.

b. We retain personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by applicable laws and regulations.

#### 4. Sharing of Information:

a. We may share personal information with third-party service providers, partners, and government agencies for legitimate purposes, such as processing transactions and complying with legal obligations.

b. We do not sell, rent, or lease personal information to third parties for marketing purposes.

#### 5. Your Rights:

a. You have the right to access, correct, update, and delete your personal information. You may also withdraw your consent for data processing by contacting us.

b. You have the right to be informed of any security breach that may pose a risk to your rights and freedoms.

#### 6. Cookies and Tracking Technologies:

a. We may use cookies and similar tracking technologies on our website to enhance user experience and analyze website traffic. You can adjust your browser settings to manage cookies.

#### 7. Children's Privacy:

Our services are not intended for children under 18 years of age. We do not knowingly collect personal information from children. Parents or legal guardians must provide consent for children's data processing.

#### 8. Changes to this Policy:

We reserve the right to update, modify, or amend this Policy at any time. Changes will be communicated through appropriate channels.

#### 9. Contact Us:

For inquiries, requests, or concerns regarding your personal information and this Policy, you may contact our Data Protection Officer at:  
[Name of Data Protection Officer] [Contact Information]

By using our services, you consent to the collection and use of your personal information as described in this Privacy Policy. If you do not agree with this Policy, please refrain from using our services.