



PPA PRIVACY STATEMENT

Our Privacy Statement

Philippine Ports Authority ("PPA") respects our Port Users/Customers' (PU/C), employees and prospective applicant's right to privacy. PPA has developed this privacy policy to explain how PPA uses the personal data we collect from you when you use our website and related online sites as well as to inform you of our privacy practices. This aims to ensure that we adopt and observe appropriate standards for personal data protection in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and other relevant policies, including issuances of the National Privacy Commission.

What data do we collect?

PPA collects the basic contact information of our port users/customers, employees and applicants including their full name, address, email address, contact number, together with the type of business and/or service that they would like to engage in including personal identification number and other personal information, when necessary.

PPA as Personal Information Controller (PIC) has several offices which serve as Personal Information Processor (PIP) such as the following:

- Human Resources Management Department (HRMD) of Head Office where prospective job applicants and employee information are processed;
- Information and Communication Technology Department where port customer information are collected and processed through its computerized system such as Port Customer Registration System;
- Port Operations Services Department (POSD), Commercial Services Department (CSD), Bids and Awards Committee (BAC) as well as the different Head Office Departments and Units and the Port Management Offices where company information and related data are collected as a result of business engagement with PPA.

How do we collect your data?

Most of the personal data we retain are information you have shared with us. You provide us with personal data when you:

- Register online through our Port Customer Registration System (PCRS);



- Use our online transactional systems such as Electronic Accreditation System (eAS), Electronic Payment System (ePayment), Electronic Permit Management System (ePMS), Internet-based Port Operations and Receipting for Terminals System (iPORTS), Online Notice of Arrival and Application for Berth/Anchorage (Online NOA/ABA), Online Port Charges Exemption System, and the like;
- Engage in business by filling out application forms, contracts/agreements, and other similar or related documents through any of our available channels (online and/or in all port offices under PPA's jurisdiction);
- Voluntarily complete a customer survey, provide feedback or take part in our research on any of our message boards or via email;
- Get in touch with us to ask about something, file a complaint or request for service;
- Submit to us a completely filled hardcopy forms downloaded from our website at <https://www.ppa.com.ph/?q=content/downloadable-forms>.

We also collect information as a result of your engagement with PPA when you:

- Use or view our website via your browser's cookies;
- Use our network facilities and services with your mobile devices or any other channels;
- Pay your bills at our collection centers/offices for services rendered;
- Use our self-service kiosks and portals;
- Visit any ports under PPA's jurisdiction.

How will we use your data?

PPA collects and maintains some basic information about you. We do so only for the purposes and legal bases described below:

- To establish a sound relationship with you. We process your personal data based on our legitimate interest to function effectively as a government corporation that will allow us to validate your identity for purposes of business engagement with PPA and/or billing and collection of fees as a result of your availed port services.
- To gain insight on our commercial operations. We collect, use, process, analyze and document our services or business engagement with you so that we can perform our obligations under contract with you or vice versa. Our analysis may include the volume and frequency of your use of our transactional systems and your historical information which we determine based on an analysis of the sites where you have availed port services or engaged in business in order to generate

