



National Power Corporation

Data Privacy Statement

HOW THE NATIONAL POWER CORPORATION (NPC) USES PERSONAL INFORMATION

NPC uses the personal information gathered from its employees, customers and stakeholders in the course of its official business primarily for managing and administering corporate procedures and functions in relation to its statutory mandates of Missionary Electrification, Watershed and Dams Management and Operation and Maintenance of undisposed Generation Assets the scope of which covers offices spread over the entire country.

Information is generally gathered through forms which are filled up in relation to procedures arising out of various corporate functions such as hiring and personnel development, procurement activities, contract administration, security management, among others. Information retained by the Corporation is either manually recorded in logbooks or stored in data bases which are secured and handled under strict guidelines for access.

No person other than NPC, its employees, government agencies and their authorized representatives are allowed to access retained personal information in NPC's database or under its physical possession subject to the provisions of Executive Order No. 2, s. 2016 (*Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines therefor*).

DATA QUALITY AND SECURITY

NPC is committed to taking all reasonable steps to make sure the information acquired using manual form, and digital information collected and held on its database, are accurate and secure.

ACCESS AND UPDATING CUSTOMER INFORMATION

Review and updating of information held by NPC may be done by sending a formal request to the Data Privacy Officer (DPO) or his authorized representatives in NPC's offices nationwide. The request may also be emailed to the DPO at dpo@napocor.gov.ph.

HOW TO CONTACT US

Queries, clarifications or requests on any aspect of this Data Privacy Statement, the exercise of rights pertaining to personal information, or for any feedback about NPC's processing of personal information can be coursed through our Corporate Hotline at 924 5300 / 921 3541 to 48 or via email to dpo@napocor.gov.ph.

NPC's DPO can be reached at:

DATA PRIVACY OFFICER

National Power Corporation
NPC Building, Quezon Avenue corner BIR Road
Diliman, Quezon City