



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

PRIMER ON REGISTRATION OF PERSONAL INFORMATION
CONTROLLERS AND PROCESSORS

The registration of data processing systems (DPS) is required under Section 47 of the Implementing Rules and Regulations of the Data Privacy Act, made effective on 09 September 2016. For ease of registration of Personal Information Controllers (PICs) and Processors (PIPs), the National Privacy Commission has divided the registration process into two phases: the first, which is the registration of Data Protection Officers (DPO), and the second, which is the registration of their Data Processing System/s (DPS).

You may find FAQs on registration [here](#).

Phase-One:

The PIC or PIP shall register their DPO by going to the registration portal at www.register.privacy.gov.ph, and accomplishing the webform provided.

This accomplished and notarized form shall be submitted to the National Privacy Commission including the additional documentary requirements stated in our website. Information on the PIC and the DPO are mandatory fields.

The deadline of Phase-One Registration is on **9 September 2017**, a full year after the effectivity of the IRR.

Phase-Two:

Phase-Two Registration shall require the registered DPO to provide all relevant information regarding the DPS of the PIC or PIP, which include the following:



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1. The name and address of the personal information controller or personal information processor, and of its representative, if any, including their contact details;
2. The purpose or purposes of the processing, and whether processing is being done under an outsourcing or subcontracting agreement;
3. A description of the category or categories of data subjects, and of the data or categories of data relating to them;
4. The recipients or categories of recipients to whom the data might be disclosed;
5. Proposed transfers of personal data outside the Philippines;
6. A general description of privacy and security measures for data protection;
7. Brief description of the data processing system;
8. Copy of all policies relating to data governance, data privacy, and information security;
9. Attestation to all certifications attained that are related to information and communications processing; and
Name and contact details of the compliance or data protection officer, which shall immediately be updated in case of changes.

Phase-Two registration will commence in January 2018, with the deadline set on **08 March 2018**.