



## Mindanao Peacebuilding Institute Foundation, Inc. Request for Correction or Erasure

The Mindanao Peacebuilding Institute Foundation, Inc. (MPI), adheres to the 2012 Data Privacy Act of the Philippines. As such, you have the right to have your personal data amended, corrected or erased.

If you would like request that your personal information be amended, corrected or erased, please complete this form. MPI will make every effort to respond within 30 days after the request is made and complete information is submitted.

You must provide copies/scans of at least two documents to prove your identity. These could include your passport, drivers license or any other official document showing your name and address. If you are making this request on behalf of someone else, you must send us a copy of such documents for you and the person for whom you are making the request.

### PART A: Personal Details

1. Are you making this request for correction or erasure on your own behalf?

Yes  Please go to part 4

No  Please complete parts 2 and 3

2. If you are making this request for correction or erasure on behalf of someone else, please state the nature of your relationship with that person.

Parent

Guardian

Legal representative

Other  (Please specify)

3. If you are making this request for correction or erasure on behalf of someone else, please provide the following information about yourself:

**Name**

**Address**

**Contact Phone Nos.**

**E-mail Address**

Please indicate your method of communication:

Physical Mail

Email

Face-to-Face

If the applicant is not the data subject (the person for whom we hold information), we will always communicate with the applicant unless otherwise specified.

4. Please complete the following section, providing information about the **data subject\***

**Name** (Include any previous names)

<b>Relationship to MPI:</b>			
Staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Board Member <input type="checkbox"/>	Facilitator <input type="checkbox"/>
Training Applicant <input type="checkbox"/>	Training Participant <input type="checkbox"/>	Alumna/us <input type="checkbox"/>	
Other <input type="checkbox"/> (Please specify)			
<b>Address</b>			
<b>Contact Phone Nos.</b>			
<b>E-mail address</b>			
Please indicate your method of communication:			
Physical Mail <input type="checkbox"/>	Email <input type="checkbox"/>	Face-to-Face <input type="checkbox"/>	

**\* Data subject:** Individual about whom the Mindanao Peacebuilding Institute Foundation, Inc. holds personal information.

## PART B: Nature of Request

5. Please select your desired option:

DATA CORRECTION

DATA ERASURE

Description of data to be corrected or erased. Please include any relevant details you think will help us to identify the information you that should be corrected or erased.

MPI will make every effort to provide you a satisfactory outcome if you meet all the above identification and authorization conditions, however, it is important to note that certain personal data may not be erased in order to comply with Philippine Government regulations for mandatory data retention.

## PART C: Proof of Identity

6. MPI requires evidence that this request is genuine. Please enclose copies of at least two proofs of identity, such as driving license or passport, which show both name and address.

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself.

***Failure to provide these documents with your application may mean your request is refused.***

After completing the application, please check to ensure that all the information you have provided is accurate and all required documents are enclosed. Sign below and submit the application to the Data Protection Officer.

Please note that any attempt to gain access to personal information through misrepresentation may result in prosecution.

I confirm that I have read and understood the terms of this request form and certify that the information given in this application to Mindanao Peacebuilding Institute Foundation, Inc., is true. I understand that it is required by law for MPI to confirm my/the data subject's identity and it may be necessary to obtain more detailed information.

Mindanao Peacebuilding Institute Foundation, Inc.  
Apt. 301, Casa Graciana Inn, 6 Juna Avenue,  
Matina, 8000 Davao City  
Philippines

Signature over printed name:

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Date: \_\_\_\_\_



Mindanao Peacebuilding Institute Foundation, Inc. is committed to the principles defined in the 2012 Data Privacy Act. As such, information in this document will be used only for the purposes described above. MPI may, store the data in manual or electronic form, but only for as long as we are required to do so by law.