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## Mindanao Peacebuilding Institute Foundation, Inc. Inquiry Form

The Mindanao Peacebuilding Institute Foundation, Inc. (MPI), adheres to the 2012 Data Privacy Act of the Philippines. As such, you have the right to receive personal information provided to MPI in a “in a structured, commonly used and machine-readable format.”

If you would like inquire about or request for information regarding any matter relating to the processing of your personal data under the custody of the MPI, including the data privacy and security policies implemented to ensure the protection of their personal data or if you wish to gain access to the personal data that we hold about you as an individual, please complete the attached form and send it to the address on the form or complete the form on our website.

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 applying 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.

Please note that all correspondence must be made by written letter, e-mail or the online form. We cannot give personal information over the telephone. You may make an appointment to visit MPI and meet with our Data Protection Officer (DPO). We can make this appointment as soon as the data has been gathered and at a convenient time for us both.

### What happens next

When we have received your request form and the correct documents, our DPO will consider your request and ask all units concerned to gather any data they have about you. We will acknowledge your request within 15 days and advise you the latest date by which we aim to provide this information. When we have collated the data, we will send you a copy of your details by mail or secure/encrypted electronic format, depending on your request. At any time, you may ask for a face-to-face meeting.

### Terms and conditions

MPI promises to:

- provide the information requested promptly
- ensure that the information provided is complete and accurate
- correct any errors in its information as and when notified
- provide reasons why we hold the information
- provide details of the source of the information
- provide details of the people or organizations that might receive the information

MPI may have the right to withhold information if:

- the information is being used to investigate crime or detect fraud
- the information cannot legally be disclosed because it is ‘professionally privileged’

### Means of Appeal

If you are unhappy with the results of the subject access request, you may request a review by the Director of MPI. If you are still not happy you may contact the National Privacy Commission for advice or to make a complaint. Public Information and Assistance Division, (+63) 945-153-4299 – Globe, (+63) 939-963-8715 – Smart Contact, 5th Floor Delegation Building, PICC Complex, Roxas Boulevard, Philippines, [complaints@privacy.gov.ph](mailto:complaints@privacy.gov.ph), [privacy.gov.ph](http://privacy.gov.ph).

## Personal Information Request

### PART A – Personal Details

1.	Are you making this request for information on your own behalf?
	Yes <input type="checkbox"/> Please go to part 4 <span style="margin-left: 150px;">No <input type="checkbox"/> Please complete parts 2 and 3</span>
2.	If you are making this request for information on behalf of someone else, please state the nature of your relationship with that person.
	Parent <input type="checkbox"/> <span style="margin-left: 100px;">Guardian <input type="checkbox"/></span> <span style="margin-left: 100px;">Legal representative <input type="checkbox"/></span>
	Other <input type="checkbox"/> (Please specify)
3.	In you are making this request for information on behalf of someone else, please provide the following information about yourself:
	<b>Name</b>
	<b>Address</b>
	<b>Contact Phone Nos.</b>
	<b>E-mail Address</b>
	Please indicate your method of communication:
	Physical Mail <input type="checkbox"/> <span style="margin-left: 100px;">Email <input type="checkbox"/></span> <span style="margin-left: 100px;">Face-to-Face <input type="checkbox"/></span>
	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 <b><i>data subject</i></b> *
	<b>Name</b> (Include any previous names)
	<b>Relationship to MPI:</b>
	Staff <input type="checkbox"/> <span style="margin-left: 50px;">Volunteer <input type="checkbox"/></span> <span style="margin-left: 50px;">Board Member <input type="checkbox"/></span> <span style="margin-left: 50px;">Facilitator <input type="checkbox"/></span>
	Training Applicant <input type="checkbox"/> <span style="margin-left: 50px;">Training Participant <input type="checkbox"/></span> <span style="margin-left: 50px;">Alumna/us <input type="checkbox"/></span>
	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"/> <span style="margin-left: 100px;">Email <input type="checkbox"/></span> <span style="margin-left: 100px;">Face-to-Face <input type="checkbox"/></span>

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

## PART B – Information Requested

5. Please provide details of information held in the data subject's name

*Please provide as much information as possible to help MPI identify the records that you require.*

## PART C – Proof of Identity

6. MPI requires evidence that this inquiry 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:

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

Signature over printed name:

\_\_\_\_\_

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.