



Filipino International League of Safety Advocates

DATA PROTECTION POLICY

FILSA management information environment is comprised largely of proprietary computer hardware and software systems, complemented by tailor-made software solutions, which address the organization's specific operating requirements.

- It is the organization's policy that all information should be treated as being of the highest confidentiality and available only to the authorized employees. Particular emphasis is placed on the confidentiality of Client information. Accordingly, access to the FILSA's information data base is strictly controlled.
- In order to achieve these aims, FILSA has put in place security and back-up systems, which demonstrate the organization's commitment to the preservation of its information technology systems and data

1. Information We Collect

When you apply for membership or interact with FILSA, we may collect the following personal data:

- Full Name
- Date of Birth
- Gender
- Nationality
- Contact Information (Email, Mobile Number, Address)
- Government-issued Identification Numbers or Copies (e.g., Passport, PRC ID)
- Educational or Professional Background
- Employment Information
- Emergency Contact Details
- Photos or Videos taken during events (with prior notice)

2. Purpose of Collection and Use

We collect and process your personal data for the following purposes:

- To evaluate and process your membership application
- To verify your identity
- To maintain member records and communications
- To invite or inform you of FILSA programs, events, trainings, or initiatives

- To generate membership IDs or certificates
- To comply with legal, regulatory, or reporting requirements
- For statistical and analytical purposes to improve our services
- For documentation and publication purposes (with consent)

3. Legal Basis for Processing

We collect and process your information based on any of the following legal bases:

- Your express consent through signed forms or checked tick boxes
- Legal obligation to comply with applicable laws and regulations
- Legitimate interest in carrying out the objectives of FILSA in line with our mission
- Contractual necessity for membership services and benefits

4. Data Sharing and Disclosure

FILSA ensures your personal information will be kept confidential. However, we may share your data under the following circumstances:

- With authorized FILSA officers and staff for legitimate processing
- With third-party service providers or partners for database management, communication, or printing services (with data protection agreements)
- With government agencies, if required by law or legal order
- With your express written consent, when needed for specific purposes
- We do not sell or rent your personal information to any third party.

5. Data Retention

We retain your personal data for as long as necessary:

- To fulfil the purposes for which it was collected
- As required by law or applicable regulations
- Until you withdraw your membership or request deletion (unless retention is required by law)

6. Your Rights as a Data Subject

Under the Data Privacy Act of 2012 (RA 10173), you have the following rights:

- Right to be informed – Know how your data is being processed
- Right to access – Request and receive a copy of your personal data
- Right to object – Refuse processing of your data under certain conditions
- Right to erasure or blocking – Request deletion or suspension of your data
- Right to correct – Rectify any inaccuracies in your personal data

- Right to data portability – Obtain your data in an electronic format
- Right to file a complaint – Raise issues before the National Privacy Commission (NPC)

7. Data Protection and Security

We implement physical, organizational, and technical measures to ensure your data is protected from unauthorized access, alteration, disclosure, or destruction. These include:

- Secure storage of digital and physical records
- Role-based access to data
- Regular system updates and threat monitoring
- Staff training on data privacy principles

8. Use of Website and Cookies

Our website may use cookies and similar technologies to enhance your browsing experience. You may control cookie settings through your browser preferences.

9. Changes to this Privacy Policy

We may update this policy from time to time to comply with legal requirements or reflect changes in our data handling practices. All changes will be posted on this page with the updated effective date.

FILSA firmly believes that, in giving effect to this policy, there will be ongoing and continual development and improvement in the standard of the organization's Occupational Health and Safety, as well as its protection of the Environment.

I hereby whole-heartedly endorse this policy and give my assurance that it will be fully communicated to all persons within the FILSA sphere of operations.



Albino Allado
President

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