



# BUTUAN CITY WATER DISTRICT

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08 September 2020

## OFFICE ORDER

No. 551-2020


To : **JOSEPH Y. TANTOY** - JYT  
From : **THE GENERAL MANAGER**  
Subject : **DESIGNATION OF DATA PROTECTION OFFICER**

You are hereby designated as data protection officer in compliance with National Privacy Commission (NPC) Advisory No. 2017 with some responsibilities to wit:

1. Monitor the organization's compliance with the Data Privacy Act, issuance and guidelines by the National Privacy Commission;
2. Serve as the contact person of government entities and private individuals relating to all matters concerning data privacy and security issues or concerns.
3. Inform, advice and issue recommendations to the organization and its management relating to its data processing activities;
4. Identify and maintain processing activities, measures, projects, programs, or systems and records;
5. Check for compliance of 3rd party service providers of whom uses the data of the organization and its customers as well as any relative Data Sharing Agreement and other contractual obligations;
6. Conduct Privacy Impact Assessments with regard to the organization's internal systems as well as its products and services;
7. Handle questions and complaints addressed to the organization from the data subjects relating to their information being held by the organization;
8. Prepare and create an incident management system and submission of relevant documents to the NPC in the event of a suspected or actual data breach;
9. Conduct employee training relating to the handling, security, confidentiality and management of data within the organization;
10. Provide feedback and implement a review process by which strongly emphasizes privacy by design and privacy by re-design;
11. To hold the DPO role in a hold-over capacity until a successor or replacement is found.

Further, you must be independent in the performance of your functions, thus hereby accorded a significant degree of autonomy. You may perform (or be assigned to perform) other tasks or assumes other functions that do not give rise to any conflict of interest.

For your guidance and strict compliance

  
**ENGR. ANSELMO L. SANG TIAN**  
General Manager

Cc: HRD *gn. 09/09/20*

*"Replicating Nature's Way"*