

# **PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT**

## **PRIVACY NOTICE**

We value your privacy and personal data. Thus, we would like you to know that the personal information we will collect from you will be kept safe and secured.

This Privacy Notice applies to personal information we, the Procurement Service – Department of Budget and Management (PS-DBM), collect, use, protect, share and store on the PS-DBM website and online services.

### **What We May Collect From You**

The PS-DBM collects personal information for lawful purposes only, with consent of data subjects, connected with our activities under Republic Act No. 9184, otherwise known as The Government Procurement Reform Act, its Implementing Rules and Regulations (IRR), and other relevant issuances.

In this regard, for merchants who participate in government procurement activities, the following personal information may be collected from you:

- Company profile, including name, address, business license, permits and other relevant documents;
- Contact details and other personal information that may be necessary;
- Financial information (such as audited Financial Statements, income, expenses, balances, investments, tax, insurance, etc.);
- Ongoing, awarded, and finished contracts containing your personal information; and
- Specimen signature

For government procuring entities and observers, the following personal information may be collected from you:

- Organization profile, including name, address, and other relevant information;
- Contact details and other personal information that may be necessary; and
- Specimen signature

### **How We Use Your Information**

The PS-DBM only uses and discloses personal information in accordance with existing laws and regulations such as Republic Act No. 10173, or the Data Privacy Act of 2012. Personal information may be used and/ or disclosed for lawful purpose connected with our activities, under Republic Act No. 9184, otherwise known as The

Government Procurement Reform Act, its Implementing Rules and Regulations (IRR), and other relevant issuances, such as, but not limited to:

- Conducting pre-procurement activities;
- Conducting procurement activities;
- Coordinating with client-agencies, prospective bidders, or contractors, including sending information electronically;
- Coordinating with third parties to verify information submitted in relation to procurement activities;
- Performance of obligations post-procurement, such as inspection and payments;
- Preventing fraud or potentially illegal activities in the procurement process;
- Generating report relevant to potential fraud or illegal activities in the procurement process;
- Establishing, exercising, or defending legal claims; and
- Posting of blacklisted entities

### **How We Share Your Information**

As the government promotes transparency and accountability in all its procurement activities, your personal information may be viewed by bidders/suppliers, government agencies, and observers who are registered in the Philippine Government Electronic Procurement System (PhilGEPS) portal and third-parties.

Personal information may also be disclosed to law enforcement authorities for purposes allowed under the Data Privacy Act of 2012.

### **How We Protect Your Information**

To ensure that the personal information collected from you are secured from unwarranted access, only authorized personnel, such as personnel who are directly involved in the bidding activities, are allowed to handle personal information.

Sensitive personal information and specimen signature relevant to the postings in this website will also be redacted.

### **How Long Do We Store the Information**

All personal information collected shall be retained until necessary in the performance of the PS-DBM activities or in accordance with the guidelines of the National Archives of the Philippines.

For winning bidders, your bidding proposals containing your personal information are kept and secured by the authorized personnel until the completion of your projects and programs.

### **Effectivity of the Privacy Notice**

This Privacy Notice is effective from 18 June 2021 and will remain in effect unless otherwise amended by PS-DBM.

### **Do you have complaints, concerns, or questions?**

The PS-DBM respects and values the data privacy rights of its clients and shall ensure that its compliance with the Data Privacy Act of 2012 and its IRR.

Should you have any comments or questions on this privacy notice, please contact [dps@ps-philgeps.gov.ph](mailto:dps@ps-philgeps.gov.ph).

Thank you!