



NATIONAL PRIVACY COMMISSION

Step by step guide for Phase 1 Registration of MD private
practice

<https://register.privacy.gov.ph/>

Start your registration with National Privacy Commission

Register Now!



Click Register Now!

Welcome to NPC Data Processing System!

The Personal Information Controllers or Personal Information Processors that employ more two hundred and fifty (250) persons shall be required to register.

Personal Information Controllers or Personal Information Processors that have less than 250 employees are also **required** to register if:

- The processing carried out is likely to pose a risk to the rights and freedoms of data subjects;
- The processing is not occasional (more than once a year); or
- The processing includes sensitive personal information of at least one thousand (1,000) individuals

To know more about the registration, [click here](#).

Start your Registration with the National Privacy Commission

The Registration system is one of the means by which the National Privacy Commission can ensure compliance of personal information controllers and personal information processors with the Data Privacy Act of 2012. This will also assist both the NPC and those involved in processing of personal data in upholding rights of data subject.

What you need to submit?

Please submit two (2) hard copies of the following documents to the NPC:

For Government Agencies

1. Certified true copy of the Special/Office Order, or any similar document, designating or appointing the DPO of the PIC or PIP; and
2. Where applicable, a copy of the charter of your agency, or any similar document identifying its mandate, powers, and/or functions.

For Private Entities

1. Duly-notarized Secretary's Certificate authorizing the appointment or designation of DPO, or any other document that demonstrates the validity of the appointment or designation
2. Photocopy of any of the following documents, where applicable:
 - a. Certificate of Registration (SEC Certificate, DTI Certification of Business Name or Sole Proprietorship) or any similar document; and/or
 - b. Franchise, license to operate, or any similar document.

[Register](#)



Click Register

- DATA PROCESSING SYSTEM
- ONLINE REGISTRY
- [PRIVACY.GOV.PH](#)
- [Home](#)
- [About the Registration](#)
- [Register](#)
- [Sign In](#)
- [The Data Privacy Act of 2012](#)
- [Commission's Circulars](#)

PIC Registration - Step 1: Organization Type

Please choose from below list:

Professionals ▼

[Proceed to Step 2 Registration](#)



Click the dropdown

PIC Registration - Step 1: Organization Type

Please choose from below list:

Professionals ▾

- Local Government Unit - City (LGU - C)
- Local Government Unit - Baranggay(LGU - B)
- Government Owned or Controlled Corporations (GOCC)
- State Colleges and Universities
- Local Universities and Colleges (LUC)
- Public Basic Education
- Others (Public)
- Private Sector**
- Sole Proprietorship
- Partnership
- Corporation
- Cooperative
- Foreign Company
- Community Group and Organizations
- Non-governmental Organization (NGO)
- Private Higher Education Institution (HEI)
- Private Basic Education
- Training Institutions
- Professionals**
- Others (Private)



For private practice,
select "Professionals"

- DATA PROCESSING SYSTEM
- ONLINE REGISTRY
- PRIVACY.GOV.PH
- Home
- About the Registration
- Register
- Sign In
- The Data Privacy Act of 2012
- Commission's Circulars

PIC Registration - Step 2: PIC Details

Personal Information Controller / Personal Information Processor

Name of Organization/Individual

Dummy Name

Organization Website

Dummy.pizza

Input your registered clinic name (or your name); and other details

Organization Type

Professionals

Organization E-mail Address

Anon@dummy.com

Organization Contact No.

025698888

Organization Address Line 1

123 dummy street

Region

National Capital Region

Province

Metro Manila

City/Municipality

City of Mandaluyong

Zip Code

1550

Scroll down

Secure | https://register.privacy.gov.ph/Registry/Register

Head of Organization

Last Name: Mous | First Name: Anon | Middle Initial: E

E-mail Address: AnonEMous@dummys.com | Contact Number: 024205555

Official Designation: SP Specialist

Data Protection Officer
(If more than one data protection officer, only the head should be entered in this field)

Last Name: Nito | First Name: Incog | Middle Initial: F

E-mail Address: Ingocnito@Dummys.com | Telephone Number: 024205555 | Mobile Number: 9994206699

Official Designation: Spetsnaz | Date Designated as DPO: 02/23/2018

By clicking Submit you agree to our [Terms and Conditions](#) and that you have read our [Privacy Notice](#).

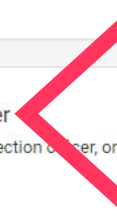
Submit

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As the Personal Information Processor (PIC), input your name as the head of the Organization; and other details



As the protector of your patient's information, register yourself as the DPO; and other details



Click Submit (red tabs will reflect any errors or missing information)



PIC Registration - Step 3: Review Registration Information

An application form will be generated



Republic of the Philippines
National Privacy Commission
REGISTRATION OF DATA PROCESSING SYSTEM
DATA PROTECTION OFFICER – DPO



Note: The personal information submitted herein shall be used for the initial phase of the Data Processing System Online Registration and supporting documents should be attached along with this form. Once this form has been validated by the NPC, you will be given an access code via email and SMS to continue with your registration with the online system. You may find the list of supporting documents in our guidelines forwarded to you via email and posted in our website.
All the information submitted herein shall be used for the purpose stated above and other legitimate interest of NPC as mandated by law. Information that are matters of public interest may be disclosed to the public. Rest assured that security controls are implemented to protect all the information in this document.

PERSONAL INFORMATION CONTROLLER / PERSONAL INFORMATION PROCESSOR

NAME OF ORGANIZATION/INDIVIDUAL	Dummy Name	WEBSITE	Dummy.com	EMAIL	Anon@dummy.com
ADDRESS	123 dummy street, City of Mandaluyong, Metro Manila, 1550 National Capital Region	CONTACT NO.	025698888		

HEAD OF THE ORGANIZATION

FULL NAME	Mous, Anon E	EMAIL	AnonEMous@dummy.com	CONTACT NO.	024205555
OFFICIAL DESIGNATION	SP Specialist				

All the information submitted herein shall be used for the purpose stated above and other legitimate interest of NPO as mandated by law. Information that are matters of public interest may be disclosed to the public. Rest assured that security controls are implemented to protect all the information in this document.

PERSONAL INFORMATION CONTROLLER / PERSONAL INFORMATION PROCESSOR

NAME OF ORGANIZATION/INDIVIDUAL	Dummy Name		
WEBSITE	Dummy.com	EMAIL	Anon@dummy.com
ADDRESS	123 dummy street, City of Mandaluyong, Metro Manila, 1550 National Capital Region	CONTACT NO.	025698888

HEAD OF THE ORGANIZATION

FULL NAME	Mous, Anon E		
EMAIL	AnonEMous@dummy.com	CONTACT NO.	024205555
OFFICIAL DESIGNATION	SP Specialist		

DATA PROTECTION OFFICER

(If there is more than one data protection officer, the head officer's details should be entered in this field)

FULL NAME	Nito, Incog F		
EMAIL	Ingocnito@Dummy.com	TEL. NO.	024205555
MOBILE NO.	9994206699	OFFICIAL DESIGNATION	Spetsnaz
DATE DESIGNATED AS DPO	02/23/2018		

Please review the details above before proceeding. Once final, click Done. Otherwise, click Edit.

Edit

Done



Scroll down to click Done

PIC Registration

Registration Complete

Thank you for registering!

Kindly check your e-mail for acknowledgment of your application and wait for the account confirmation and access code that will be sent via email and SMS. Account verification process will start seven (7) days after receipt by NPC of the notarized registration form along with the supporting documents.

Supporting Documents

For Government Agencies

1. Certified true copy of the Special/Office Order, or similar document designating or appointing the DPO of the PIC or PIP; and
2. Where applicable, a copy of the charter of the government entity, or any similar document identifying its mandate, powers, and/or functions.

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 - b. Franchise, license to operate, or any similar document.

If you have any question or clarifications, you may contact us at info@privacy.gov.ph

[Back to Home Page](#)

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Download and print the generated PDF to be notarized and sent to The National Privacy Commission



NATIONAL
PRIVACY
COMMISSION

Please mail the complete / notarized

form to:

The National Privacy Commission

5th Floor Delegation Building

Philippine International Convention Center

(PICC)

Pasay City

Expect an email for the Phase 2

registration.