

**MSS SUCCESS SPACES**

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DATA PRIVACY LAW TRAINING IN THE PHILIPPINES

Understanding the Data Privacy Act of 2012 (Republic Act No. 10173) and Building a Culture of Data Protection, Privacy Compliance, and Information Security

TRAINING OVERVIEW

Organizations today collect, process, store, share, and dispose of significant amounts of personal information relating to employees, applicants, customers, suppliers, contractors, and other stakeholders. As digital technologies continue to transform business operations, organizations face increasing responsibilities to ensure that personal data is handled lawfully, securely, transparently, and responsibly.

The **Data Privacy Act of 2012 (Republic Act No. 10173)** was enacted to protect the fundamental human right to privacy while ensuring the free flow of information necessary to promote innovation and economic growth. Compliance with the law extends beyond legal and regulatory requirements—it requires organizations to establish appropriate policies, procedures, safeguards, and employee awareness to minimize privacy risks, prevent data breaches, and strengthen public trust.

Our **Data Privacy Law Training in the Philippines** provides participants with a practical understanding of the **Data Privacy Act**, its Implementing Rules and Regulations (IRR), and key issuances of the National Privacy Commission (NPC). Participants will learn the principles of lawful data processing, the rights of data subjects, the responsibilities of Personal Information Controllers (PICs) and Personal Information Processors (PIPs), the role of the Data Protection Officer (DPO), and the organizational, physical, and technical measures necessary to protect personal information.

Designed using the MSS **EnterTRAINment®** methodology, this highly interactive and practical program combines discussions, workplace scenarios, group workshops, case analyses, and action planning to help participants recognize privacy risks, handle personal information responsibly, and contribute to building a culture of privacy and compliance within their organization.

TRAINING GOAL

To equip participants with the knowledge, practical skills, and professional mindset necessary to comply with the Data Privacy Act of 2012 (Republic Act No. 10173), safeguard personal information, reduce privacy risks, and promote responsible data processing within their organization.

TRAINING OBJECTIVES

By the end of the training, participants will be able to:

- Explain the key principles and requirements of the Data Privacy Act of 2012 (Republic Act No. 10173).
- Identify the rights of data subjects and the responsibilities of organizations and employees in protecting personal information.
- Apply proper data privacy practices in the collection, use, storage, sharing, retention, and disposal of personal data.
- Recognize common privacy risks, data breaches, and workplace situations that may result in non-compliance.
- Demonstrate responsible handling of personal information while performing daily work responsibilities.
- Recommend practical actions that strengthen their organization's data privacy compliance and privacy culture.

ONE-DAY DATA PRIVACY LAW TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM – 5:00 PM

Time	Modules and Topics	Activities and Outputs
8:00 AM – 10:00 AM	MODULE 1: Understanding the Data Privacy Act of 2012 (RA 10173) • Introduction to the Data Privacy Act and its Importance • Key Privacy Principles • Personal Information, Sensitive Personal Information, and Privileged Information • Rights of Data Subjects • Responsibilities of Organizations and Employees	Activity: Data Privacy Awareness Challenge Participants identify personal data commonly handled within their work areas and discuss why protection is important. Outputs: • Personal Data Identification Worksheet • Data Privacy Awareness Checklist
10:00 AM – 10:15 AM	Morning Break	
10:15 AM – 12:00 NN	MODULE 2: Proper Collection, Processing, Protection, and Sharing of Personal Data • Lawful Processing of Personal Data • Data Collection and Consent • Data Security and Confidentiality	Activity: Privacy Risk Identification Workshop Participants analyze common workplace situations and identify potential privacy risks and proper handling procedures. Outputs:

Time	Modules and Topics	Activities and Outputs
	• Proper Use, Sharing, Retention, and Disposal of Information	• Privacy Risk Assessment Worksheet • Good Data Handling Practices Guide
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	MODULE 3: Preventing Data Privacy Violations and Responding to Privacy Incidents • Common Data Privacy Violations • Data Breaches and Security Incidents • Employee Responsibilities During Privacy Incidents • Reporting and Escalation Procedures • Building a Privacy-Conscious Workplace	Activity: Data Privacy Case Analysis Teams evaluate realistic workplace privacy incidents and recommend appropriate actions based on RA 10173. Outputs: • Privacy Incident Response Guide • Team Case Recommendations
3:00 PM – 3:15 PM	Afternoon Break	
3:15 PM – 5:00 PM	MODULE 4: Strengthening Organizational Data Privacy Compliance • The Role of Every Employee in Data Privacy Compliance • Organizational, Physical, and Technical Security Measures • Developing Good Privacy Habits • Personal and Departmental Action Planning	Activity: Privacy Commitment Workshop Participants develop practical actions they will implement to strengthen privacy compliance within their work areas. Outputs: • Departmental Privacy Improvement Ideas • Individual Data Privacy Action Plan

THE P.R.I.V.A.C.Y.™ FRAMEWORK

The MSS Framework for Promoting Responsible Data Privacy Practices

To help organizations build a practical and sustainable culture of data privacy, Making Strong Success (MSS) Corporation developed the **P.R.I.V.A.C.Y.™ Framework**.

P — Protect Personal Data

Identify and safeguard personal, sensitive personal, and privileged information handled by the organization.

R — Recognize Responsibilities

Understand the obligations of employees, managers, Personal Information Controllers (PICs), Personal Information Processors (PIPs), and the Data Protection Officer (DPO).

I — Implement Safeguards

Apply appropriate organizational, physical, and technical security measures to protect personal information.

V — Verify Compliance

Ensure that policies, procedures, and workplace practices comply with Republic Act No. 10173 and applicable NPC issuances.

A — Act Responsibly

Handle personal data ethically, lawfully, securely, and only for legitimate business purposes.

C — Contain and Communicate

Respond appropriately to privacy incidents, minimize potential harm, and follow established reporting procedures.

Y — Yield Continuous Improvement

Promote ongoing privacy awareness, continuous learning, and organizational improvement to strengthen long-term compliance.

TRAINING METHODOLOGY

Consistent with MSS Corporation's **EnterTRAINment®** philosophy, this highly interactive program emphasizes practical workplace application through:

- Interactive Facilitator-Led Discussions
- Individual Reflection Activities
- Group Discussions
- Workplace Case Studies
- Privacy Risk Identification Exercises
- Scenario Analysis
- Small Group Workshops
- Team Presentations
- Action Planning
- Facilitator Coaching and Feedback

The program ensures that participants not only understand the requirements of the **Data Privacy Act of 2012 (Republic Act No. 10173)** but also develop practical habits and workplace behaviors that strengthen data privacy compliance and protect the personal information entrusted to their organization.

FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is the Data Privacy Act of 2012 (Republic Act No. 10173)?

The **Data Privacy Act of 2012 (Republic Act No. 10173)** is a Philippine law that protects the privacy rights of individuals by regulating the collection, processing, storage, use, sharing, retention, and disposal of personal information. It also establishes the responsibilities of organizations and individuals that handle personal data and promotes accountability in protecting personal information.

2. Who should attend this Data Privacy Law Training?

This training is ideal for:

- Business Owners
- Executives and Senior Leaders
- Human Resource Professionals
- Compliance Officers
- Data Protection Officers (DPOs)
- Legal Officers
- IT Professionals
- Customer Service Personnel
- Sales and Marketing Employees
- Administrative Personnel
- Finance and Accounting Staff
- Procurement Personnel
- Healthcare Professionals
- Government Employees
- Employees who collect, process, store, or access personal information

3. Why is Data Privacy Law Training important?

Organizations handle large amounts of employee, customer, supplier, and stakeholder information every day. Without proper knowledge and awareness, employees may unintentionally violate data privacy laws, expose confidential information, or contribute to data breaches. This training helps organizations reduce compliance risks, strengthen information security, and build a workplace culture that values privacy and responsible data handling.

4. Is this training only intended for Data Protection Officers (DPOs)?

No. While Data Protection Officers will benefit from this program, data privacy compliance is everyone's responsibility. Any employee who collects, accesses, processes, stores, shares, or disposes of personal information should understand the basic requirements of the Data Privacy Act and their role in protecting personal data.

5. Can this training be customized for our organization?

Yes. We customize the program based on your organization's industry, operations, existing privacy policies, compliance requirements, workplace scenarios, and target participants. Industry-specific examples and case studies can also be incorporated to make the learning experience more relevant and practical.

6. Is this training available online or onsite?

Yes. MSS Corporation offers this program through:

- Face-to-Face Classroom Training
- Virtual Instructor-Led Training
- Hybrid Learning
- Customized In-House Corporate Training

7. Will participants learn how to respond to data privacy incidents?

Yes. Participants will learn how to recognize common privacy risks, identify potential data breaches, understand proper reporting and escalation procedures, and contribute to preventing future privacy incidents within their organization.

8. Does this training cover the latest requirements of the National Privacy Commission (NPC)?

Yes. The program is designed to align with the **Data Privacy Act of 2012 (Republic Act No. 10173)**, its Implementing Rules and Regulations (IRR), and relevant issuances and guidance from the **National Privacy Commission (NPC)**. Training content may also be updated to reflect significant regulatory developments and organizational best practices.

RELATED TRAINING PROGRAMS

Organizations interested in strengthening their governance, legal compliance, information security, and organizational effectiveness may also consider the following MSS Corporation training programs:

- Cybersecurity Awareness Training
- Information Security Awareness Training
- Records Management Training
- Document Control and Records Retention Training
- ISO/IEC 27001 Information Security Management System (ISMS) Awareness Training
- Business Continuity Management (ISO 22301) Training
- Risk Management Training
- Internal Audit Training
- Compliance Management Training
- Corporate Governance Training
- Ethics in the Workplace Training
- Fraud Awareness and Prevention Training

WHY CHOOSE MSS CORPORATION?

At **Making Strong Success (MSS) Corporation**, we believe that compliance training should do more than explain laws—it should help employees understand why compliance matters and how to apply it confidently in their daily work.

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Our **Data Privacy Law Training in the Philippines** is designed using our **EnterTRAINment®** approach, combining practical learning, workplace simulations, engaging discussions, and real-world case studies to make legal and regulatory concepts easy to understand and apply.

Every program is tailored to the client's industry, organizational processes, and compliance requirements to ensure relevance and immediate workplace application. Rather than relying on lengthy legal lectures, we focus on building practical awareness, encouraging responsible behavior, and equipping participants with actionable practices that support long-term compliance and protect the trust of employees, customers, and other stakeholders.

Whether your organization is beginning its data privacy compliance journey or strengthening an existing Privacy Management Program, MSS Corporation is committed to helping your people build the knowledge, skills, and mindset needed to safeguard personal information and foster a culture of accountability, responsibility, and trust.

With MSS, We Make Strong Success.