



**AMTEC**  
**Agricultural Machinery Testing and Evaluation Center**  
**1977**

**AMTEC DATA PRIVACY CONSENT FORM**

**A. RATIONALE**

The Agricultural Machinery Testing and Evaluation Center (AMTEC) puts premium to the privacy and security of data entrusted by its clientele for legitimate purposes. As such, AMTEC recognizes and fully abides by their responsibilities under the Republic Act No. 10173 (The Data Privacy Act of 2012), the Executive Order No. 2 Series of 2016, and the Freedom of Information (FOI) Manual of the University of the Philippines with respect to the collection, organization, updating, utilization, consolidation and storage of data it collects from its clientele.

Any data obtained by AMTEC in the course of its testing and evaluation activities are carefully entered and stored within the Institution's information and communications database system. For this reason, the data are owned by AMTEC and shall be used solely for academic, research, and policy development purposes.

**B. RIGHTS UNDER THE DATA PRIVACY ACT OF 2012**

Under the Data Privacy Act of 2012, data subjects are entitled to the following rights:

- a. Right to be informed;
- b. Right to object;
- c. Right to reasonable access;
- d. Right to rectify or correct erroneous data;
- e. Right to erase or block data;
- f. Right to secure data portability;
- g. Right to indemnified for damages; and
- h. Right to file a complaint for data privacy breach.

The AMTEC's decisions to provide access, to consider requests for correction or erasure, and to address complaints and objections in the processing of data are always subject to the applicable and relevant provisions of the said act, its IRR and other issuances of the NPC.

**C. TYPES OF DATA FROM AMTEC**

In this form, "data" refers to both information provided by the clientele and the information being generated or acquired during the testing activity. "Data" is also used interchangeably with "information".

Type of Data	Inclusions
Information provided by the clientele	This includes the following: <ul style="list-style-type: none"> <li>- Personal information (i.e. company's and representative's name, address, and contact numbers)</li> <li>- Machine specifications (i.e. brand model, manufacturer's name and address)</li> </ul>
Information generated or acquired during the testing activity	This includes all raw and processed data generated from the testing activity, as per established Philippine National Standards (PNS) or Philippine Agricultural and Biosystems Engineering Standards (PABES). All data from machine specification verification to the testing proper, including documentations (images, videos and sound recordings), are enclosed in this type of data.



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<b>D. COLLECTION OF DATA</b>	
Information provided by the clientele	AMTEC collects the first type of data (information provided by the clientele) upon the submission of AMTEC-OP-01 (Agricultural Machinery Test Application Form). This may be submitted personally or through email.
Information generated or acquired during the testing activity	AMTEC collects and processes the second type of data (information generated or acquired during the testing activity) from the field or laboratory machine testing.
<b>E. STORAGE OF DATA</b>	
Any data (soft or hard copy) obtained by AMTEC in the course of its testing and evaluation activities are carefully tagged, categorized and stored at the Institution's information and communications database system for proper documentation. Regular access is limited to AMTEC personnel only. The data will be used for Office system assessment and improvement, and information dissemination efforts.	
<b>F. SHARING OF DATA (RESTRAINTS AND INCLUSIONS)</b>	
<ol style="list-style-type: none"> <li>1. The original copy of the AMTEC Test Reports may only be released to the official representative/s of the applicant (requesting party).</li> <li>2. As per Department of Agriculture (DA) Circular No. 5 Series of 2017, all AMTEC Test Reports for machines of commercial classification are forwarded to the DA Bureau of Agricultural and Fisheries Engineering (BAFE) for evaluation and inclusion in the certification registry.</li> <li>3. In compliance with FOI Exception No. 4 specified under the Executive Order No. 2 Series of 2016, personal data regarding the company and its representatives shall not be disclosed for safety and security purposes.</li> <li>4. In compliance with FOI Exception No. 5A specified under the Executive Order No. 2 Series of 2016, data, information, documents, and records on business and commercial matters submitted to AMTEC shall also not be disclosed except to the applicant and shall be utilized for academic, research and policy development purposes only.</li> <li>5. The raw data provided by the applicant and generated/acquired during the testing activity for commercial machines may only be requested and accessed by legitimate research institutions and government agencies for academic, research and policy development purposes. All raw data shared with these legitimate research institutions and government agencies shall not be shared with any third party, without the knowledge and permission of AMTEC.</li> <li>6. The raw data generated from prototype testing may not be disclosed to any constituent at all cost.</li> <li>7. Selected pertinent data from AMTEC Test Reports will be collated, processed and publicly posted at the AMTEC Website and Bulletin Board for the cause of machine research and development. This processed data on the form of technical bulletins will not include data about the applicant (company and representatives) and the brand and model of the machines in compliance with FOI Exceptions No. 4 and 5A of the Executive Order No. 2 Series of 2016 and Data Privacy Act of 2012.</li> <li>8. Documentations (images, videos and recordings) generated from the testing proper and taken by AMTEC personnel may be used ethically for the training and information dissemination efforts of the Office. No information about the manufacturer or applicant (company or representatives) will be disclosed in the process in compliance with FOI Exceptions No. 4 and 5A of the Executive Order No. 2 Series of 2016 and Data Privacy Act of 2012.</li> </ol>	
<b>G. DATA PROTECTION MEASURES</b>	
AMTEC strictly enforces appropriate organizational, physical, and technical security measures for the protection of the aforementioned data collected in the testing and evaluation process. These security measures aim for the confidentiality of the data and are intended for its protection against any accidental, unlawful or derogatory destruction, alteration and disclosure.	



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AMTEC restricts access to such data without justifiable grounds. Any data security incident or breach brought upon the attention of AMTEC will be recorded and reported pursuant to the provisions of the Data Privacy Act of 2012 and the Executive Order No. 2 Series of 2016. If there is any suspicion that such incident affects your company's/representative's data, AMTEC will notify you immediately.

**H. CONFIDENTIALITY**

All AMTEC personnel are trained to manage all data under strict confidentiality, following the restrictions and inclusions of this consent form. As such, they are required to sign non-disclosure agreements and have received training on the Institution's privacy and security policies to ensure the confidentiality of such data.

**I. RIGHT TO PRIVACY**

As stipulated in the Data Privacy Act of 2012, you may object to the processing of your data, request to access your data, and/or have it corrected, erased, or blocked on reasonable grounds. AMTEC will consider your request and reserves you the right to deal with the matter in accordance with the law.

**J. CONTACT INFORMATION**

Should you have any inquiries, feedback, and/or complaints, you may reach our Data Protection Officer (DPO) through the following contact details:

**Data Protection Officer**

**Telephone Number:** ( 049) 253 4956

**Mobile Numbers:** +63 917 156 1059/ +63 921 400 7137/ +63 977 204 7236

**Email Address:** amtec.uplb@up.edu.ph

**K. Consent**

I have read this form, understood its content and consent to the processing (including collection, organization, updating, utilization, consolidation and storage) of all data acquired from the testing and evaluation activities of AMTEC.

I also authorize AMTEC to disclose data to legitimate research institutions and government agencies for academic, research and policy development purposes.

Any revisions made to this document by AMTEC, as required by the law, shall be communicated to me through email and/or the Institution's website.

<p><b>Conforme:</b></p>   <p>_____  Signature over Printed Name  <b>Authorized Representative</b></p> <p>_____  <b>Date</b></p> <p><b>COMPANY:</b></p>	<p><b>Attested by:</b>      <b>Control Number:</b> <u>DPC-20</u> - _____</p>   <p>_____  Signature over Printed Name  <b>Information Officer</b></p> <p>_____  <b>Date</b></p>
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