



**YISRAEL SOLUTIONS AND TRAINING CENTER, INC.**

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**Subject: Invitation to attend an Online Workshop for In-Depth Privacy  
Impact Assessments (PIA) and Framework Controls Workshop**

Dear Sir/Madam,

Greetings!

Yisrael Solutions and Training Center Inc is committed to the welfare of the country and the people. In line with the recent pandemic or the spread of COVID-19, the conduct of training classes or seminars/workshops all over the country had been temporarily postponed indefinitely until further notice to ensure the security, health, and safety of our countrymen. However, we have decided to continue our operations with virtual classrooms and remote work through the use of digital communication technology.

As an alternative option to face-to-face, we would like to offer you our online workshop, the online equivalent of being in a training room and learning together as a group through collaborative activities which will be conducted over the internet.

Sections 4, 5, and 6 of NPC Circular 2016-01 require government agencies to conduct a Privacy Impact Assessment (PIA) for each program, process, or measure within the agency that involves personal data. At the same time, Section 6 of NPC Circular 2016-03 recommends the conduct of a PIA as part of any organization's security incident management policy. This Advisory shall apply to all natural or juridical persons, or any other body in the government or private sector engaged in the processing of personal data within and outside of the Philippines, subject to the applicable provisions of the DPA, its IRR, and other relevant issuances of the NPC.

In continuing the journey of compliance, each PIC should assess the risk and put the appropriate organizational, physical, and technical measures to ensure the security and protection of the data being processed. The modules to be discussed will educate the participants on how to conduct the Privacy Impact Assessment by means of reporting their own automated system on the workshop itself.

Day 1 of the workshop will be a discussion about the risk assessment principles of Privacy Impact Assessment (PIA). This session will provide participants guidance on applying the PIA principles using the information life cycle

The process within the agency or organization. Also, the participants will be able to do their own process flow using a case study and plan their own information process flow.



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Day 2 of the workshop will tackle on Data Protection Controls. Participants will be able to know the basics of organizational controls such as Governance structures, Privacy templates, and managing third parties. The team will present their draft Data Sharing and Activity (DSA)s based on the principles and privacy provisions on the consent forms.

Day 3 will be a presentation of each agency or organization of their draft PIAs to the group. Comments and suggestions are collected in order to improve the PIAs. At the end of the session, the team will present action plans to management and obtain sign-off using sample templates.

Part of the workshop is the participants participated in the “pre-work assignment” by filling up the PIA template, and what the desired Systems they want to register with NPC. The system collects, processes, and stores personal and sensitive data. The requirement will be at least 1 to 2 systems per agency.

While we are staying at home to help control the spread of COVID-19, we are inviting you to attend our online workshop classes for In-Depth Privacy Impact Assessments (PIA) and Framework Controls Workshop. Part of the workshop is the participants participated in the “pre-work assignment” by filling up the PIA template, and what the desired Systems they want to register with NPC. A system that collects, processes, and stores personal and sensitive data. The requirement will be at least 1 to 2 systems per agency.

Below are the online workshop class programs/modules:

<b>MODULES</b>	<b>SESSION/ HRS</b>
<b>SESSION 1: (DAY 1)</b> <ul style="list-style-type: none"><li>• <b>MODULE 1 - PRINCIPLES OF PRIVACY IMPACT ASSESSMENT (PIA) AND ISO 29134 PIA METHODOLOGY.</b></li><li>• <b>MODULE 2 – PREPARATORY OF PIA: DATA MAPPING &amp; PERSONAL DATA PROCESS FLOW.</b></li><li>• <b>MODULE 3 – DATA PROTECTION CONTROLS: TECHNICAL AND PHYSICAL SECURITY MEASURES.</b></li></ul>	9:00 am. – 12:00 nn.  1:00 pm. – 2:30 pm.  2:30 pm. – 4:00 pm.
<b>SESSION 2: (DAY 2)</b> <ul style="list-style-type: none"><li>• <b>MODULE 4 – DATA PROTECTION CONTROLS: ORGANIZATIONAL SECURITY MEASURES.</b></li><li>• <b>MODULE 5 – PRESENTATION OF DATA SHARING AND ACTIVITY ON CONSENT FORMS</b></li></ul>	9:00 am. – 12:00 nn.  1:00 am. – 4:00 pm.



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<b>SESSION 3: (DAY 3)</b>	
<b>MODULE 6 – PIA PRESENTATIONS</b>	<b>9:00 am. – 4:00 pm.</b>
<b>TENTATIVE SCHEDULES: (2022)</b>	
<b>November 23-25      December 20-22</b>	

Our online workshop will be held for three (3) days and the **Online Workshop Fee is Php 6,000 per participant (inclusive of tax)**. Kindly fill up the attached Confirmation Form which requires a list of your participants and fax it to (027) 956-2025 or email at [hashien@yisraelsolutions.com](mailto:hashien@yisraelsolutions.com) for your workshop schedule. Please deposit the payment and email the deposit slip then a meeting ID and a password will be sent to your email. Payment should be made on the account of **YISRAEL SOLUTIONS AND TRAINING CENTER INC** or you may send your payment thru GCash: 09175127230 – Marissa Pecson. You may send a copy of your deposit slip, Fund Transfer, or LDDAP-ADA payment transaction to my email address for the issuance of your official receipt and delivery of the certificate of participation and appearance to your office.

We also conduct an in-house workshop wherein a central office can organize its regions to attend an online workshop. If you are interested, please inform us at the contact numbers stated below.

For inquiries and/or clarification, please contact us by email at [hashien@yisraelsolutions.com](mailto:hashien@yisraelsolutions.com) (attention to: Hashien Grace Pecson); or thru text at mobile number 0915 3683 777(Globe); landline (027) 616-3086; telefax at (02) 956-2025.

Our team, though working from our own homes, would like to remind you to sanitize your gadgets, aside from washing hands frequently, as an added precautionary measure to prevent the spread of the virus.

We hope to see you in our online workshops!



NPC ACCREDITATION NO. T3-IPT-2021-008

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### PRIVACY STATEMENT

We are committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("Personal Information"). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use and disclosure of Personal Information.

We are responsible for maintaining and protecting the Personal Information under our control. We have designated an individual or individuals who is/are responsible for compliance with our privacy policy.

Personal information will generally be collected directly from you through the use of any of our standard forms, over the internet, via email, or through a telephone conversation with you. We may also collect personal information about you from third parties acting on your behalf (for instance, agents or contact person).

We also collect information from subscribers (persons registering their details with us through the website) or website visitors for the purpose of improving our quality and effectiveness and to provide you with information. We will not publish your name in connection with any information you provide without your permission.