GUIDELINES ON SECURITY INCIDENT AND PERSONAL DATA BREACH REPORTORIAL REQUIREMENTS

Read online (full-text search, related cases, audio case brief): https://batas.org/library/b21c66c30413/

Adopted: 14 June 2018

Date Filed: 21 June 2018

WHEREAS, the right to privacy, which includes information privacy, is constitutionally protected and accorded recognition independent of its identification with liberty, and at the same time, Article II, Section 11 of the constitution emphasizes that the State values dignity of every human person and guarantees full respect for human rights;

WHEREAS, Section 20(c) of the Data Privacy Act of 2012 requires implementation of security measures, which must include safeguards to protect its computer network, and a process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and regular monitoring for security breaches;

WHEREAS, Section 20(f) of the Data Privacy Act of 2012 requires prompt notification of the National Privacy Commission (“NPC”) and affected data subjects when sensitive personal information or other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, which may likely give rise to a real risk of serious harm to any affected data subject; and

WHEREAS, to ensure compliance with Section 20(c) and 20(f) of the DPA, and to strengthen monitoring of threats and vulnerabilities that may affect or tend to affect personal data protection, towards privacy resilience in the country, Personal Information Controllers (“PICs”) and Personal Information Processors (“PIPs”) are required under Section 22 of NPC Circular 16-03 to submit to the Commission a summary of all reports of security incidents and personal data breaches.

WHEREFORE, in consideration of these premises, the National Privacy Commission hereby issues this Advisory to provide templates for security incident and personal data breach reporting.

SEC. 1. Scope. - 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 Data Privacy Act of 2012, its implementing rules and regulations, and other relevant issuances of the National Privacy Commission.

SEC. 2. Definition of Terms. - This Advisory shall refer to the Definition of Terms under NPC Circular 16-03.

SEC. 3. Templates. - This Advisory provides recommended templates for the reportorial requirements of the Commission on security incidents and personal data breaches:

1. Annual security incident reports to be submitted to the NPC by the PlC[1] and PIP,[2] provided that entities that are both PICs and PIPs shall submit both reports to the NPC;

2. Mandatory notification for the NPC[3] and for data subjects[4] for personal data breach events with

mandatory notification requirements under the Data Privacy Act of 2012; and

3. Security incident reports[5] to be kept on the premises of the personal information controller or the personal information processor.

SEC. 4. Presumption. - Non-submission of the required Annual Security Incident and Personal Data Breach Reports shall create the presumption that no such security incident or personal data breach occurred during the covered period.

APPROVED

(SGD) IVY D. PATDU, MD, JD
Deputy Privacy Commissioner
Policies and Planning

(SGD) LEANDRO ANGELO Y. AGUIRRE
Deputy Privacy Commissioner
Data Processing Systems

(SGD) RAYMUND E. LIBORO

Privacy Commissioner

---

[1] Annex “A” - Summary of Annual Security Incident and Personal Data Breach Reports for PICs.

[2] Annex "B" - Summary of Annual Security Incident and Personal Data Breach Reports for PIPs

[3] Annex “C” - Mandatory Notification: Personal Data Breach for National Privacy Commission

[4] Annex “D” - Mandatory Notification: Personal Data Breach for Data Subjects

[5] Annex “E” - Summary Report by PICs of Security Incidents Amounting to a Personal Data Breach not covered by mandatory notification requirements Annex “F” - Summary Report by PIPs of Security Incidents Involving Personal Data Processing on Behalf of Personal Information Controllers Amounting to a Personal Data Breach Annex “G” - Summary Report of Highly Confidential Information

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.