



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

VNA-MC-\_\_\_\_\_

**MEMORANDUM CIRCULAR NO. 003**

**FOR : Undersecretaries/Assistant Secretaries  
Heads of Offices/Services in the DOJ Proper**

**SUBJECT : Submission of Security Incident Reports**

**DATE : 28 January 2018**

Pursuant to Section 41 of the Implementing Rules and Regulation of Republic Act No. 10173 or the Data Privacy Act of 2012, the Department is mandated to submit an **Annual Security Incident Report for 2017** to the National Privacy Commission (NPC) containing **all security incidents and personal data breaches**.

The Report for **personal data breach** shall include: (a) the facts surrounding the incident/s; (b) the effects of such incident/s; and (c) the remedial action taken. For **other security incident/s** not involving personal data, a report containing general description of the data shall suffice.

Please note that any or all reports shall be made available when requested by the NPC.

Kindly submit your respective security incident reports to the Office of Undersecretary Erickson H. Balmes **on or before 16 February 2018**.

For strict compliance.

  
**VITALIANO N. AGUIRRE II.**  
*Secretary*

Department of Justice  
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