

## DATA PRIVACY POLICY

Asia and the Pacific Youth Symposium 2023  
17–19 April 2023 | Zoom Virtual Conference

*Theme: Rebounding Asia: Recover, Reconnect and Reform*

### DATA SUBJECT'S RIGHTS

Under Chapter IV of Philippines Data Privacy Act (DPA) of 2012, there are eight (8) rights that belong to data subjects:

1. **The right to be informed** means that the data subject has the right to know when his or her personal data shall be, are being, or have been processed. Collection and processing of data without the data subject's knowledge and explicit consent are made unlawful, and entities in possession of personal data are obligated to inform the data subject of any breaches or compromises in their data.
2. **The right to access** involves being able to compel any entity possessing any personal data to provide the data subject with a description of such data in its possession, as well as the purposes for which they are to be or are being processed. Furthermore, other details regarding the processing of their information may be obtained, such as the period for which the information will be stored, and the recipients to whom the information may be disclosed. This must be complied with in an easy-to-access format, accompanied by a description in plain language.
3. **The right to object** requires that the consent of the data subject be secured in the collecting and processing of his or her data. It grants the data subject the choice of refusing to consent, as well as the choice to withdraw consent, as regards collection and processing. As earlier stated, any activity involving a data subject's personal data without his or her consent is deemed illegal.
4. **The right to erasure or blocking** allows the data subject to suspend, withdraw, or order the blocking, removal, destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information is incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. This is akin to the recognized right to be forgotten.
5. **The right to rectify** allows the data subject to dispute any inaccuracy or error in the personal information processed, and to have the personal information controller correct it immediately. In line with this, the personal information controller must ensure that the new and the retracted information will be accessible, and that third



parties who received the erroneous data will be informed, upon the request of the data subject.

6. **The right to data portability** enables the data subject to obtain and electronically move, copy, or transfer personal data for further use. This also carries out another policy behind the law—ensuring the free flow of personal information.
7. **The right to file a complaint** with the National Privacy Commission affords a remedy to any data subject who “[feels] that [his or her] personal information has been misused, maliciously disclosed, or improperly disposed,” or in case of any violation of his or her data privacy rights.
8. **The right to damages** entitles the aggrieved data subject to be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of his or her personal information.

### **Data Privacy Acknowledgment and Consent:**

In compliance with the Philippines Data Privacy Act (DPA) of 2012 and its implementing rules and regulations, I allow the APYS Organizers, to process my personal data for the purpose and execution of the APYS.

As such, I agree and authorize the APYS Organizers to:

1. **Collect** the personal data in this form through ADB’s NGO and Civil Society Unit, and on my succeeding emails to ADB Youth for Asia.
2. **Use** my personal data as it pertains to my participation in the event, including but not limited to writing my official Letter of Invitation (LOI), printing my identification badge, receiving entry into ADB premises, arranging my accommodations (if applicable) providing my food requirements, preparing potential first aid/other medical services, reaching out to my emergency contact in case anything happens to me, and maintaining an alumni database of APYS participants.
3. **Retain** my information with the databases of ADB’s NGO and Civil Society Unit, ADB Youth for Asia, UNICEF Region of South Asia, and Plan International Asia Pacific if it is necessary to serve the intended purpose of the processing or if we are legally allowed to do so in accordance with Philippine laws.
4. **Disclose** and share my relevant personal information to the proper authorities (such as medical personnel or the police) if such information will be instrumental to my safety and well-being.
5. **Dispose** of my information in a proper manner ensuring my data protection.

I hereby acknowledge that I have read, understood, and I agree to the terms stated above through my formal registration to APYS3.



## ADB Youth for Asia Distressed Person Protocol

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### General Overview

The common ethical law in completing any engagement with a young person is “to do no harm” and any participant who partakes in a knowledge event should not be worse off in any way as a result of participation. In respect of this knowledge event, although no discomfort to participants associated with these sessions is envisaged, there is a risk that participants may feel emotional distress while answering questions or engaging with other participants.

If a person becomes upset, the Safeguarding Moderator will put in place the Study Protocol for Distressed Participants (see below) which mainly includes steps such as giving space to the distressed person, making clear that participants can continue in another time or opt out of the study at any time if they wish to do so.

APYS3 participants may be concerned about the impact that taking part might have on their time and in terms of unseen commitment. The level of time taken will be kept to a minimum and is not expected to be above 120 minutes for each knowledge session.

### Distressed Persons Protocol

Research that elicits stories of personal experience is by its very nature probing, particularly where emotive issues are discussed (e.g., parenting; child-rearing; division of responsibilities; immigration). The possible occurrence of feelings of distress or of a participant becoming uncomfortable with the topics depends on the person, their characteristics and personality, and their individual experience. Distress is therefore difficult to predict.

The methods of data collection for the APYS2 Knowledge Workshops include breakouts, virtual audience engagement using collaborative whiteboards, individual semi-structured interviews and observations. In the event of a participant indicating distress during interviews, the Safeguarding Moderator will immediately follow the Distressed Persons Protocol.

If a participant indicates that they are uncomfortable or experiencing emotional distress, or if they exhibit behaviors suggestive of such, the following course of action will be taken:

1. The participant will be immediately asked whether they want to continue with the knowledge event, discontinue at this time or withdraw from the session.



2. If the participant decides to discontinue at this time, they will be asked if they would like to continue at another time using a different venue and different method to speak about the problems or issues they are facing (e.g., face to face, phone call, social media platforms).
3. The participant can withdraw if they choose to withdraw, and the Safeguarding Moderator will reassure them that existing data will not be used if they so wish.
4. Both the Safeguarding Moderator and the participant can decide if another person (practitioner or partner) should be informed of the situation to ensure participant safety and well-being.
5. The participant can decide to seek further help from their local general practitioner or any other services. The first point of contact for determining appropriate Adult Contact is the Safeguarding Moderator who will seek appropriate solutions or the situation.
6. Time will be given to ensure that the participant's distress or upset has diminished sufficiently by asking the participant how they feel prior to concluding the meeting.
7. If the participant wishes to return to the consultation, they are free to do so after distress has diminished sufficiently and they have been reassured that they can discontinue, skip topics with which they are not comfortable or withdraw from the study at any point if they so wish.

In the event of the Safeguarding Moderator being aware or unsure in relation to an instance of distress in relation to completing consultation with a respondent, he/she/they should contact the Safeguarding Moderator. In case the participant wants to not involve the Safeguarding Moderator and reach out to Asian Development Bank staff member, they can do so by contacting the Head of NGO and Civil Society Center ([civilsociety@adb.org](mailto:civilsociety@adb.org)), Representative of Safeguarding Committee.

