



## DATA CENTER ACCESS FORM

Declaration and Data Privacy Consent: The information I have given is true, correct, and complete. By submitting this form, I authorize the Philippine Ports Authority to collect, use, process, and retain my personal data in accordance with the PPA's Privacy Statement and for purposes specified in this form.

INFORMATION		File Copy
NAME <i>(Last name, First Name, Middle Name)</i>		DATE
TIME IN	COMPANY	CONTACT NO.
TIME OUT	COMPANY ADDRESS	E-MAIL
PURPOSE		
TYPE OF DATA ACCESS		
<input type="checkbox"/> General Access	<input type="checkbox"/> Limited Access	<input type="checkbox"/> Escorted Access
SUMMARY OF ACTIVITY		
REMARKS		
AUTHORIZATION		
REQUESTED BY:	APPROVED BY:	
SIGNATURE OVER PRINTED NAME	ICTD AUTHORIZED SIGNATURE	DATE

**Important Reminder:**

The information contained herein should be kept confidential and should be used solely by the employee whose name appears above. Should you fail to comply or should the security of your login credentials be compromised, your account will be locked out until such time that security is restored.



Help us serve you better. Please take a moment to give us your feedback by scanning the QR code and submitting the accomplished form. Thank you.

## **GENERAL INSTRUCTIONS:**

1. Indicate the name of person requesting for access in the data center.
2. Indicate the date of request.
3. Fill in the time in the data center.
4. Fill in the name of company of the person who requested for access in the datacenter.
5. Provide the contact number of the person who will access the data center
6. Provide the company address and email address.
7. Provide the purpose, why there is a need to access the data center.
8. Put a check on type of data access.
9. Provide the summary of activity.
10. Provide remarks.
11. Indicate name, date and affix signature of the person who requested and approved access to data center.