

Instructions: for each statement, encircle T = True, F = False, D = Don't know or not sure

1. We process personal data of Filipino nationals.	T	F	D
2. We process personal data of citizens of other countries.	T	F	D
3. The total no. of employees in our organization is 250 or more.	T	F	D
4. The total no. of data subjects whose records we store is 1000 or more.	T	F	D
5. The total no. of data subjects whose records we store is more than 100,000.	T	F	D
6. We process data that is classified as "sensitive" by the Data Privacy Act, RA 10173.	T	F	D
7. We issue unique identification numbers/cards e.g. passport, license, credit card.	T	F	D
8. We process personal data on paper and other analog media e.g. microfilm, microfiche.	T	F	D
9. We process personal data on digital media such as hard disks, CDs, and servers.	T	F	D
10. The personal data that we process is scattered over several geographical sites.	T	F	D
11. We process personal data in the cloud.	T	F	D
12. We have contracts with personal information processors.	T	F	D
13. As of today, we have no privacy or data protection policies.	T	F	D
14. Our personal data is accessed by others outside of our organization.	T	F	D
15. Our personal data is accessed from other parts of the world.	T	F	D
16. Our personal data must be accessible 24 hours a day, 7 days a week.	T	F	D
17. There is a sub-second response time requirement for access to our data.	T	F	D
18. The number of people who have access to our personal data is more than 50.	T	F	D
19. The number of people who have access to our personal data is more than 250.	T	F	D
20. We have ongoing projects where we use personal data in big data or analytics.	T	F	D

### RISK RATING

Count all "T" (True) and "D" (Don't Know) answers:

T + D =

Multiply total by 5

X 5

SCORE =

Score	Risk
0 - 35	LOW RISK
40 - 70	MEDIUM RISK
75 - 100	HIGH RISK