

**TO THE APPLICANT**: THE APPLICANT HAS THE RIGHT TO BE INFORMED ABOUT HIS/HER PERSONAL DATA THAT WILL BE ENTERED INTO MMC SYSTEM AND THE PURPOSE(S) FOR WHICH THEY WILL BE PROCESSED. KINDLY READ ALL THE INFORMATION ON THIS FORM BEFORE SIGNING IT.

# **MMC PRIVACY STATEMENT**

The Division of Medical Education & Research (DMER) of Makati Medical Center (MMC) is committed to protect the applicants' privacy or confidentiality and the security of his/her personal information as individuals who are interested to apply and observe, rotate, or train in MMC.

The following explains how we collect, use, share, and store the personal information related to application in MMC.

#### I. Collection and Use

DMER-MMC collects personal information which are material and relevant to the application. In the course of processing the training application with MMC, DMER-MMC may also disclose and make the personal information available to authorized individuals who evaluate and assess the job application, including but not limited to government regulatory agencies and third-party service providers which provide administrative services for credential verification and background checks.

# II. Storage, Protection, and Retention

To protect the applicant's privacy and the confidentiality of his/her personal information, MMC has adequate technical security, administrative, and physical measures against unauthorized access to one's data.

If the application is successful, DMER-MMC will collect, use, and retain the applicant's personal information to proceed with the selection/appointment process which will be a part of the applicant's personnel folder (201 file). The clinical observership, medical clerkship, and internship files as well as the records of rotatees from other institutions are kept safe in DMER and will be disposed after the retention period according to the MMC's and/or DMER's records disposal guidelines while the fellowship and residency files are kept safe in Human Resource Management and Development Division (HRMDD) premises during training and transferred to a permanent offsite storage one (1) year after separation from MMC.

If the application is unsuccessful, DMER-MMC will retain the applicant's information for six (6) months. If there are future vacancies during this period, DMER-MMC will secure the applicant's consent to re-process his/her application; otherwise, records will be disposed after the retention period according to the MMC's records disposal guidelines.

#### III. Access and Correction

The applicant has the right to access, rectify where necessary his/her personal information or raise question(s) or concern(s) by contacting MMC through <a href="mailto:medical.education@makatimed.net.ph">medical.education@makatimed.net.ph</a>. More details on privacy rights may be accessed at <a href="https://www.privacy.gov.ph/know-your-rights">https://www.privacy.gov.ph/know-your-rights</a>. If the applicant thinks that his/her rights are violated or not acted upon, he/she may email MMC's Data Protection Officer at <a href="mailto:DataPrivacy@makatimed.net.ph">DataPrivacy@makatimed.net.ph</a>. In case MMC is unable to address the privacy concern, the applicant may lodge a complaint before the National Privacy Commission.

### **ACKNOWLEDGEMENT**

I hereby confirm that I understand the foregoing and that I am voluntarily giving my consent to the processing of my Personal Data as explained above.		
Applicant's Signature above Printed Name	Date (MMM/DD/YYYY)	Time (0000H)