



PRIVACY NOTICE for ZCMC Employees

Your Privacy is Important to Us.

At Zamboanga City Medical Center (ZCMC), we are committed to protecting your personal information and ensuring its privacy and security. This privacy notice explains how we collect, use, disclose, and safeguard your data in accordance with applicable data protection laws.

1. Information We Collect

We collect and process various types of personal data, including but not limited to;

1. Employee Information: Name, address, contact details and date of birth and Identification documents.
2. Employment Records: Job title, salary, work history, performance evaluations and benefits information.
3. Contact Information: Email addresses, phone numbers and emergency contact details.
4. Financial Information: Bank account details for payroll purposes.
5. Health Information: Medical records, disability-related data and insurance details.
6. Access logs: Information of your use of our systems and facilities.

2. How We Use Your Data

We use your personal data for the following purposes:

1. Employment Management: To manage your employment, including payroll, benefits and performance evaluations.
2. Compliance: To comply with legal and regulatory obligations.
3. Security: To protect the security of our premises and systems.
4. Health and Safety: To ensure your well-being and safety at work.

3. Data Sharing

We may share your data with:

1. Authorized employees for HR purposes.
2. Government authorities that are in compliance with legal requirements.
3. Third-party service providers, such as;
(a) Provider/Developer of Hospital Information System: Bizbox, Inc.
(b) Provider/Developer of Laboratory Information System: IT Easy Software Solutions Inc.
(c) Provider/Developer of Human Resource Management Information System; Blue Sky Trading Co. Inc

4. Data Security

We take reasonable measures to protect your personal data from unauthorized access, disclosure, alteration or destruction.

5. Your Rights

You have the right to:

1. Access your Data
2. Correct inaccuracies in your data.
3. Request erasure of your data under certain circumstances.
4. Restrict or object to processing in some cases
5. Data Portability

If you have any questions or concerns, please contact us at;

Data Protection Unit

3rd floor, IM building

(062) 992-0052 loc 007/257

dpo.zcmc@gmail.com

Thank You!