

TO THE MMC JOB APPLICANT: THE MMC JOB 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 Human Resource Management and Development Division (HRMDD) of Makati Medical Center (MMC), is committed to protect the MMC's job applicant's privacy or confidentiality and the security of his/her personal information as individuals who are interested to apply and work for MMC.

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

#### **I. Collection and Use**

HRMDD-MMC collects personal information which are material and relevant to the job application. In the course of the job application with MMC, HRMDD-MMC may also disclose and make the personal information available to authorized individuals who evaluate and assess the job application such as 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 job 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 job application is successful, HRMDD-MMC will collect, use, and retain the job applicant's personal information to proceed with the recruitment process which will be a part of the applicant's personnel folder (201 file). This is kept safe in HRMDD premises during the employment and transferred to a permanent offsite storage one (1) year after separation with MMC.

If the job application is unsuccessful, HRMDD-MMC will retain the job applicant's information for six (6) months, after which the records will be disposed according to the MMC's records disposal guidelines. If there are vacancies in the future, HRMDD-MMC will secure the job applicant's consent to re-process his/her application.

#### **III. Access and Correction**

The job applicant has the right to access, modify and delete his/her personal information or raise question(s) or concern(s) by contacting MMC through [recruitment@makatimed.net.ph](mailto:recruitment@makatimed.net.ph). If the job applicant thinks that his/her rights are violated or not acted upon, he/she may email MMC's Data Protection Officer at [DataPrivacy@makatimed.net.ph](mailto:DataPrivacy@makatimed.net.ph). In case MMC is unable to address the privacy concern, the job applicant may lodge a complaint before the National Privacy Commission.

### ACKNOWLEDGEMENT

In compliance with the Data Privacy Act (DPA) of 2012, I have read and understood the Data Privacy Notice and authorize MMC to:

1. Process my job application in accordance with my qualifications, skills, and background.
2. Disclose and share my personal information to authorized representatives, government regulatory agencies, and third-party service providers for any legitimate business purpose.
3. Keep and maintain my personal information.

I hereby confirm that I understand the foregoing and that I am voluntarily giving my consent to the processing of my Personal Data under the terms and conditions provided above.

  
MARJO J. RIEL  
Applicant's Signature above Printed Name

March 22, 2022  
Date (MM/DD/YYYY)

9:33 AM  
Time (0000H)