



PRIVACY NOTICE

The San Lazaro Hospital values the rights to privacy and confidentiality of our patients, clients, trainees, employees and stakeholders with regard to their respective personal information. This hospital commits to comply with the principles, policies, mandate and requirements relevant to data privacy and protection laws, specifically with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and its Implementing Rules and Regulations.

A. SCOPE OF DATA COLLECTION

This Privacy Notice applies to personal information collected by the Hospital. The data collection is done manually or electronically from the following areas with respective use thereof:

1. Hospital

1.1. Upon admission in the Hospital, personal information collected in the in-patient form, such as:

- 1.1.1. name
- 1.1.2. permanent address
- 1.1.3. age
- 1.1.4. sex civil status
- 1.1.5. religion
- 1.1.6. contact number
- 1.1.7. birthdate
- 1.1.8. birth place
- 1.1.9. nationality
- 1.1.10. father and mother's details
- 1.1.11. spouse details
- 1.1.12. personal information of persons/parties responsible for patient

1.2. During stay in the Hospital, medical information is collected by the medical staff, such as:

- 1.2.1. medical history
- 1.2.2. medical diagnosis
- 1.2.3. laboratory results
- 1.2.4. vital signs
- 1.2.5. medicine intake
- 1.2.6. medical procedures done

2. Research

2.1. Upon submission of research papers, personal information are collected in the form for application for review of research by the Research and Ethics Review Unit, which includes the names of the principal investigator/s, sponsor/s and team member/s, business address and contact information such as email address, mobile and telephone number.



3. Education and Training

- 3.1. Upon entering in an affiliation agreement, the personal information of the educational institution's head and representatives are collected such as name and proof of identity through a valid identification card.
- 3.2. Students' personal information are also collected through submission of résumé/biodata/curriculum vitae containing personal information.

4. Security

- 4.1. Visitors/Guests shall be required to deposit a proof of identity for verification purposes upon entry and exit of the Hospital.
- 4.2. Vehicles entering and exiting the Hospital are noted in a log book.
- 4.3. Video footages are being recorded throughout the Hospital premises via a CCTV system installed in the Hospital.

5. Identity and Authority to Sign of the Suppliers or contractors

- 5.1. Upon entering in to a contract of agreement of the supplier or contractors in this hospital, the personal information of the suppliers or contractors are collected such as names, office address and contact information such as email address, mobile and telephone number and its authority to sign such as secretary certificate or special power of attorney. Also, the suppliers and contractors name, address, nature of business, permits, licenses and certificates, financial statements, product list, proof of identification, for representatives are also collected.

6. Employees

- 6.1. Before employment to the Hospital - personal information collected in the Personal Data Sheet which include the applicant(s)' name, age, sex, city and provincial address, date and place of birth, civil status, religion, height, weight, dialects and language spoken, hobbies, contact information (telephone, mobile phone number and email address), family members background details (name of the parents, sibling/s, name of the mother and father in law, age, date of birth, their occupation), educational attainment (elementary to college, post graduate course, seminars and studies attended), government identification numbers (SSS, GSIS, Pag-IBIG, PhilHealth, PRC license number), working experience/s and character reference/s, Statement of Assets, Liabilities and Network.
- 6.2. Duration of employment in the Hospital - personal information collected includes change of status (if subsequently married), list of dependents and any change in contact information and address, Statement of Assets, Liabilities and Network.

B. USE OF DATA COLLECTED

Within the limitations set by laws, rules and regulations, the personal information collected above are used to pursue the legitimate interests as medical institution, education and training facility, research arm, administrative, historical and statistical purposes. The use thereof includes, but not limited to the following:





Republic of the Philippines
Department of Health
SAN LAZARO HOSPITAL

Manila, Philippines
Telephone Nos.: 732-3776 to 78; 732-3106
E-mail Address: sanlazaro@hospital@yahoo.com
Official Website: www.slh.doh.gov.ph



7. Hospital

- 7.1. The information provided and collected will ensure the appropriate medical treatment and management to be provided to the patient.
- 7.2. The collected information shall also be used for purposes of generating statistics in line with the hospital's legal mandate as an institution under the Department of Health.

8. Research

- 8.1. The collected information will be used in identifying, supervising, coordinating and monitoring the research/studies in the hospital in accordance with the existing policies, rules and regulations.

9. Education and Training

- 9.1. The information on the presidents/heads/deans/principals provided by the educational institutions are used in the processing of the contract required under applicable laws, rules and regulations. These personal information are also used in determining qualified parties in the affiliation programs.
- 9.2. As regards the students, the personal information are for purposes of processing of the eligibility of the students and reference in area assignment.
 - 9.2.1. During the stay of the students in the institution, their personal information is used in monitoring their progress for academic purposes.
 - 9.2.2. After the stay of the students in the institution, their personal information shall be used to validate their identity and ensure that appropriate records will be provided in case of request for certification. Disciplinary actions are kept in case of request for certification.

4. Employees

- 4.1. Before employment to the hospital, the collected personal information shall be used to screen, document and verify the applicant/s eligibility for employment. Verification of qualifications and background checking will be conducted. The personal information shall also be used in administering the employee/s' pay, statutory deductions, entitlement and benefits
- 4.2. During employment in the hospital, the personal information of the employee/s are collected to update the 201 file and in administering pay, statutory deductions, entitlements and benefits. Also, these may be used in promotions, transfers and re-assignment of the employee/s. The addresses and contact information shall be used for legitimate purposes such as in case of notifications concerning employment matters.
- 4.3. Disciplinary actions imposed on the employees shall be kept in the 201 file for purpose of good moral certification requests.

5. Identity and Authority to Sign of the Suppliers

- 5.1. The collected information will be used in identifying, and for purposes of communication with the suppliers or contractors.
- 5.2. The information provided by the suppliers or contractors are used in the processing of the contract including determination of qualification and fitness required under applicable laws, rules and regulation.



6. Security

6.1. The collected information shall be mainly used as security measure of the hospital for purposes of aiding in investigation of any untoward incident that may happen in the hospital. Also, the collected personal information shall be used in generating statistics useful in the planning and service improvement of the hospital.

C. SHARING YOUR INFORMATION

The personal information shall not be shared, EXCEPT:

1. As permitted or required by laws, rules and regulations;
2. As necessary to protect the interests of the Hospital including the Department of Health;
3. With service providers acting on behalf of the hospital have agreed to protect the confidentiality of the data collected; or
4. In special circumstances where specific consent has been given by the data owner.

D. SECURITY OF INFORMATION

The Hospital is committed to ensure the security of personal information. Reasonable and appropriate physical, technical and organizational measures for the protection of personal information are institutionally being implemented. The security measures aim to maintain the availability, integrity and confidentiality of personal information and protect them against natural dangers such as accidental loss or destruction, and human dangers such as unauthorized access, fraudulent misuse, unlawful destruction, alteration and contamination.

E. RIGHTS OF THE DATA SUBJECT

The hospital recognizes the rights of the data subjects as enshrined in Chapter IV section 16 of the Data Privacy Act of 2012. The following are protected and acknowledged as rights:

- (a) Be informed whether personal information pertaining to him or her shall be, are being or have been processed;
- (b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:
 - (1) Description of the personal information to be entered into the system;
 - (2) Purposes for which they are being or are to be processed;
 - (3) Scope and method of the personal information processing;
 - (4) The recipients or classes of recipients to whom they are or may be disclosed;



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- (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
 - (6) The identity and contact details of the personal information controller or its representative;
 - (7) The period for which the information will be stored; and
 - (8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject: *Provided*, That the notification under subsection (b) shall not apply should the personal information be needed pursuant to a *subpoena* or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

(c) Reasonable access to, upon demand, the following:

- (1) Contents of his or her personal information that were processed;
- (2) Sources from which personal information were obtained;
- (3) Names and addresses of recipients of the personal information;
- (4) Manner by which such data were processed;
- (5) Reasons for the disclosure of the personal information to recipients;
- (6) Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
- (7) Date when his or her personal information concerning the data subject were last accessed and modified; and
- (8) The designation, or name or identity and address of the personal information controller;

(d) Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: *Provided*, That the third parties who have previously



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received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;

(e) Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and

(f) Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

F. LINK TO OTHER WEBSITES

The Hospital's website contains links to other websites. However, be aware that this Hospital is not responsible for the privacy practices of these other sites. Please note that these other sites have their own privacy policies, and thus, this Hospital will not accept any responsibility or liability for these policies. Kindly check the privacy policies before submitting any personal data to these websites.

G. CONTACT US

If there are any questions, inquiries, suggestions and complaints, please contact the Hospital Data Privacy Office with the following contact details:

Hospital Data Protection Officer
3/F Administrative Building, San Lazaro Hospital
Quiricada St., Sta. Cruz, Manila
Tel. No.: (02) 732-3776 to 78/ 732-3106 local 127
Email: slh.dpo2018@gmail.com

or visit www.privacy.gov.ph for more information.

H. CHANGES TO STATEMENT

Any changes made in the Hospital Privacy Notice in the future shall be posted on this page even without prior notice to all our stakeholders.