

DATA PRIVACY NOTICE FOR EMPLOYEES

DATA PRIVACY POLICY STATEMENT

University of Makati recognizes Its responsibility of protecting personal data it collects from its prospective, current and former employees and clients as part of its operations as a duly recognized higher education institution that is fully owned by the City Government of Makati.

As such, the university instituted measures to ensure that only individuals that meet its hiring/ employment requirements are accepted as its employees. Now, in compliance with Republic Act No. 10173, also known as the Data Privacy Act of 2012, its implementing rules and regulations, and other issuances of the National Privacy Commission, the university declares that it will collect from you, the data subject, personal information starting from your application for employment up to the data generated during the course of your professional life in the university.

1. The data collected* and generated shall be processed and shared among various academic and administrative units within the university tasked and delegated to perform the mandate of the university as a higher educational institution.

The following data collected are as follows:

- Fullname (Firstname,Middlename,Lastname), Nickname
- Age, Sex/ Gender, Date of Birth, Place of Birth,
- Civil Status, former and current employment data (as applicable)
- Name or Number of Siblings
- Name of spouse and other details (if applicable);
- Name of children & date of birth (if applicable)
- Educational Background (Name of school, Date Graduated, Transcript of Records/ Form 137, as applicable);
- Endorsement Letters as part of application for employment purposes;
- Job interview results for new applicants;
- Address (Permanent and Current Address);
- Makati City Registered Voter and ID No. (as applicable)
- Health Records e.g Xray Results, Laboratory Results (CBC Platelets, Urinalysis, Fecalysis or Drug Test),(with ECG, or complete bloodtest as applicable) and mandatory check up (height, weight, vision, oral health, physical health) in the UMak Medical and Dental Clinic;
- Psychological Exam Results through the Guidance Office/ Human Resources Management Office;
- Academic (and Extra-curricular) performance or awards (if applicable);
- Extra-curricular activities and trainings attended;
- Religion and professional group membership;
- Ethnic group or Person with Disability membership (if applicable);
- Nationality (Filipino or Foreign National to be specified);
- NSO Birth Certificate (and NSO Marriage License if applicable);
- NSO Birth Certificate of children (as applicable);
- Other pertinent details needed (as specified in the personnel data sheet—PDS and other government forms such as GSIS number, Pag-Ibig number, SSS number, Tax Identification Number, NBI or Police Clearance, Barangay Clearance, Passport or Postal ID.)

2. The data collected and generated shall also be processed and shared to interested parties who have a stake in the operations of the university. These parties, external to the university, are, but not limited to, the following:
 - a) Commission on Higher Education
 - b) Department of Education
 - c) Technical Education and Skills Development Authority
 - d) Civil Service Commission
 - e) Department of Foreign Affairs
 - f) ALCU and other accrediting/certifying bodies
 - g) Private and public companies verifying veracity of school records of graduates/students
 - h) University Alumni Association
3. The data collected and generated shall be processed and retained in compliance with RA 9470, otherwise known as the National Archives of the Philippines Act of 2007, its implementing rules and regulations, and relevant general circulars issued by the National Archives of the Philippines.
4. The data collected and generated shall be processed and accessed by university personnel designated by the university as data controller and/or data processor.
5. The data collected and generated are protected from accidental or unlawful destruction, alteration and disclosure, fraudulent misuse through sufficient and effective organizational, physical and technical security measures.
6. As data subject, you have the right to be given access to your personal data upon request, dispute any inaccuracies or errors found, removal of personal data from data controller's filing system found to be outdated, false or illegally obtained. For the complete details of your rights as a data subject, please feel free to visit the university website and raise your concerns with the Data Protection Officer.
7. Please be informed that the provision of personal data is a requirement for the processing of your application for employment and transaction with the University, thus you have the obligation to provide us with the relevant information, otherwise failure to do so shall invalidate the processing of your transaction with us, Furthermore, any false or inaccurate data or information submitted to the university shall also merit legal, academic or administrative consequences according to existing laws and policies.
8. The university's Information Technology Center developed the Human Resource Management Information System (HRMIS) for the purpose of processing the data needed for the attendance and records of employees in order to fulfill the Civil Service policies on recruitment and selection, training and development, salaries and benefits, including retirement and termination. Moreover, the ITC also developed the human resources management information system and the student record management information system of the university for data gathering, evaluation and processing. By accessing the university of Makati website and our other electronic forms/ written forms, your data are simultaneously collected for decision making of the university management and profiling of your information for research purposes.

CONTACT US AT:

UNIVERSITY OF MAKATI

<https://www.umak.edu.ph/>

Hon. Mayor Mar-Len Abigail S. Binay-Campos

Acting University President

Office of the University President

Email address: president@umak.edu.ph

Data Protection Officer: Assoc. Prof. Pompeyo C. Adamos III, MA,DPAc

Office of the Director, Data Protection and Records Management Services

Email address: dprms@umak.edu.ph

Mr. Jonathan B. Canapi

Office of the Director, Information and Technology Center

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I have read and understood the above statements that informs me of the purpose for the collection of personal data and my rights as a data subject. I hereby affix my signature herein as an expressed consent and approval for the collection and processing of personal data.

[Name and Signature of Student/ Employee]

[Date Signed]