



FAR NORTH LUZON GENERAL HOSPITAL AND TRAINING CENTER (FNLGHTC) respects the right to privacy of all its patients and personnel. As such FNLGHTC ensures that all personal data and information collected throughout the data process are utilized and processed in accordance with RA 10173 (Data Privacy Act of 2012) and for the sole benefit of the hospital's patients and its personnel. FNLGHTC strives that all personal and sensitive information processed by the hospital are maintained to be secure, private, and confidential and are used only for the legitimate purpose of medical treatment and processing of necessary personnel transactions. It is the hospital's mandate not only to protect health but also to respect the holistic well-being of its patients and employees.

### **What data do we collect from you?**

Personal and Sensitive personal information, which includes:

- Name, age, sex, birthday, nationality, civil status, citizenship, religion, occupation, current employment, address, email address, telephone/mobile;
- Current medication or treatment used by patients;
- Government Issued Identification, Licenses, and Board Passing Certificates
- Educational background and relevant training
- Previous/current medical history, including where relevant, a family medical history;
- The name of any health service provider or medical specialist, where applicable;
- The results of any laboratory tests and ancillary services that you provide; and,
- Any other information that will assist us in providing you with better healthcare

### **What do we do with your data?**

The above-stated personal and sensitive personal information is processed for the following purposes:

- Medical Treatment and diagnosis of patients;
- Processing of Philhealth and other Social Welfare discounts and financial privileges for patients;
- Medical Research for resident trainees of the hospital
- Processing of medication, laboratory and admission of patients;
- Processing of requests for medical records of patients;
- Processing of employment application;
- Processing of Salary, benefits, taxes, and other reportorial requirements as mandated by law;
- Other legitimate processing that is necessary and as a consequence of the main functions and responsibilities of the hospital.



### **How do we store, retain, and dispose of your data?**

All personal and sensitive personal information that the hospital collects is stored in locked filing cabinets, secured computer systems, HOMIS, and logbooks. All rooms in the hospital are padlocked after office hours and have limited accessibility only to authorized employees. These are to ensure that all personal and sensitive personal information that the hospital collects is kept safe, secure, and confidential.

All personal and sensitive personal information is retained within the hospital system and databases for a minimum of five (5) years or more if the law requires a longer retention period for your personal data or information.

All documents containing the personal and sensitive personal information of our patients and employees are shredded to ensure that the personal and sensitive personal information contained in the documents is not leaked to any person.

### **Data Sharing of Persona/Information**

FNLGHTC is a training hospital of the government as such some personal and medical information about patients' treatment and medication are shared with different research associations and institutions to provide better learning and services for the hospital and its personnel.

The hospital is also mandated by law and its contractual obligations to submit and provide personal and sensitive personal information of its patients and its employees to different government institutions (GSIS, CSC, DOH, PCSO, Philhealth, and BIR) and companies as part of the hospital's reportorial requirements.

### **What are the Patients' and employees' Individual Rights**

Under the Data Privacy Act of 2012 (RA 10173) the following are the rights of an individual to maintain the privacy of personal information:

1. Right to Information
2. Right to Damages
3. Right to Data Portability
4. Right to Object
5. Right to File a Complaint
6. Right to Access
7. Right to Correct
8. Right to Erase



## **CCTV Privacy Policy**

FNLGHTC has installed a CCTV system to record images and videos to protect its patients and employees and detect or monitor unusual, criminal, or emergency incidents within the hospital premises.

The CCTV data obtained shall be stored in secure locations, accessible only to authorized FNLGHTC personnel for legitimate purposes, and may be shared with the appropriate authority for investigatory or other permitted purposes under the Data Privacy Act of 2012 and other relevant laws.

Relevant footage may be accessed upon the approval of the FNLGHTC Data Protection Officer or as demanded by lawful Court Orders/Subpoena.

## **Contact Information:**

For questions or concerns, please contact/email the FNLGHTC Data Protection Officer at the following contact information:

The Data Protection Officer  
Far North Luzon General Hospital and Training Center  
Mobile No. 09176235991  
Email: [dpo@fnlghtc.doh.gov.ph](mailto:dpo@fnlghtc.doh.gov.ph)