

DATA PRIVACY STATEMENT

RG Medical Clinic, Inc. is compliant to the requirements of Republic Act No. 10173 also known as Data Privacy Act (DPA) of 2012. Procedures, policies, forms, and similar documentation used by the institution in providing medical service are formally documented and controlled.

RGMCI respects privacy of personal data.

It is your right to be informed how this clinic collects and uses your health and personal information.

What Personal Data We Collect from You?

Our medical staff including doctors, nurses, and other members of our clinic may collect, document, use and store your personal information to ensure that you will be given the highest possible quality of patient care you deserve. These personal information and health information may include the following.

- Basic personal information, such as but not limited to your name, address, date of birth, sex, contact information, marital status, citizenship
- Relevant contact information of your relatives, guardian, or next of kin.
- Chief Complaint(s)
- Medical history (such as, but not limited to, date of previous consultation, existing illness, medication intake)
- Vital signs (Blood pressure, temperature, LMP, pulse rate, respiratory rate)
- Result of x-rays, laboratory tests and other diagnostic procedures
- Other information as necessary

Our clinic is also equipped with CCTV cameras to help us ensure safety and security of the patients, the employees and the establishment.

How and when do we collect your data?

RGMCI collects your accurate and timely information in both electronic (clinic system) and paper-based forms (consent forms, patient's chart) for us to process the necessary healthcare service/s that you are availing.

Why do we collect personal data about you?

- For Medical treatment
For us to understand your current health status, patients / clients need to provide their personal data. Rest assured that your medical record is between the doctor and the rest of the medical team. We maintain your medical record to allow us continuity in cases of follow-up or other healthcare services.
- For Billing purposes (HMO and Corporate accounts).
Your personal information and medical availments are forwarded to your respective Health Maintenance Organization (HMO) and employer to facilitate payment of your medical availments.

How do we secure your personal data? How long will we keep your data?

We assure clients and patients that only authorized personnel shall have access in our files.

We store your personal data in accordance with guidelines and limitations provided by the Department of Health for retention of medical records.

What are your Rights as the data subject?

- to be informed that your data is being, will be, or has been processed
- to reasonable access to your data
- to request the correction of your Data as long as the request is not vexatious or otherwise unreasonable
- to request the erasure of your Data upon discovery and with substantial proof that the Data is incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes, or are no longer necessary for the purposes for which it was collected
- to be indemnified for damages sustained for the unauthorized use of your Data
- to lodge a complaint to the Data Protection Officer or the NPC
- to the portability of your Data

Objections to the processing of your Data or requests for correction, deletion, or blocking of Data shall be subject to the provisions of applicable laws and RGMCI's internal policies, processes, and procedures. RGMCI may charge a reasonable fee to cover the administration costs of processing requests.

PROCESSING DATA OF MINORS

We intend to collect Data only for persons who are at least eighteen (18) years old. We neither offer products or services to, nor knowingly collect personal data of, Minors without legal basis. Should we learn that we were provided with personal data of Minors for reasons that are not in accordance with the Data Privacy Act, we will delete the same from our database unless there is legal basis for retaining and processing such personal data (e.g. contract entered into and/or consent given by the parent or legal guardian of the Minors on their behalf). If you are a Minor, please do not provide any personal data to us, such as your name, age, gender, email address, contact information and the like.

Transmissibility of your Rights. Upon death or incapacity, your rights may be transferred to your lawful heirs

If you have complaints or questions, you may direct your concerns to the **Data Protection Officer: 0917-821-4612 / 8421-0155 / 8421-0292 / 8255-9979.**