

# **Data Privacy Notice For Applicants**

Thank you for your interest in applying with HPI. This Privacy Notice informs you of our policy regarding our collection, use and disclosure of your personal data. HPI respects your right to privacy and we aim to comply with the requirements of Data Privacy Act 2012 (DPA).

## **What Information Do We Collect**

**Upon application.** When you apply for a job with HPI, you will be required to submit an updated Resume, Transcript of Records and details of your Professional License, if necessary. Your personal information will be obtained through our Applicant Information Form. These will be collected from you prior to your interview and examination. Depending on the position you are applying for, you will be asked to take another set of exam which will be conducted by a third party.

**Upon issuance of an employment offer.** If you accept our job offer, you will also be required to submit the following:

- Certificate of Employment - Original Copy
- Medical Clearance - Original Copy
- NBI and Police Clearance - Photocopy
- Birth Certificate - Photocopy
- IDs or Government Issued Numbers (SSS, TIN, Pagibig, PhilHealth) - Photocopy
- Bank Account Details to facilitate the processing of your compensation - Original Copy

When you provide us personal information of other individuals, we assume that their prior consent was obtained by you which shall authorize us to process their personal information. (e.g., character reference, referrals and person to contact in case of emergency).

## **How We Use Your Personal Information**

HPI ensures that the use and processing of your personal information is in accordance with the Data Privacy Act 2012. We make sure that the processing is limited to the purpose outlined in our Application Form and we will not process your information without your consent.

We will use your personal information for the following purposes:

- To identify and assess your skills, qualifications and suitability for the position.
- To verify accuracy of information that you provided us.
- To get in touch with you regarding updates of your application.

However, to the extent permitted or required by law, we may also process your personal information to pursue our legitimate interest such as:

- To conduct background and reference check.
- To administer payroll, if you will be qualified for the position.

In the event that there is a need for us to process your personal information for any other purpose, we will make sure to obtain for your consent at the most appropriate time.

## **How We Share and Disclose Your Personal Information**

We will never share or disclose your personal information to unauthorized parties. To the extent permitted or required by law, we will share your personal information only to pursue our legitimate interest

- For Psychological Assessment (Managerial Post)
- For Medical Assessment

Your personal information may be shared internally for the purpose of your application. This include members of the HR and Recruitment team and other interviewers involved in the recruitment process.

## **How We Store and Retain Your Personal Information**

Your personal information is stored manually in a secured filing location. It can only be accessed by authorized employees in order for them to perform their contractual obligation with the company.

A retention schedule is in place to ensure obsolete and unnecessary files and records are disposed properly.

**For Successful Applicants** - Files and records will be transferred to the 201 File.

**For Unsuccessful Applicants** - Files and records are retained for a period of 1 year for pooling purposes, after which it will be subject for disposal through a secured means in order to prevent its further use.

## **Your Rights as a Data Subject**

You have data privacy rights with respect to the processing of your personal information. If you want to practice any of your rights, or you have concerns and inquiries regarding your Rights, this Privacy Notice, and any matter about our Collection, Use and Processing of your personal information, you may reach out with our Data Protection Officer at:

Designation – DPO

Contact No. – 02 (927-9671)loc 246

Email – [dataprivacy@himlayangpilipino.org](mailto:dataprivacy@himlayangpilipino.org)

Address – 12th Flr., Triumph Bldg., 1610 Quezon Ave. Quezon City

## **Changing This Data Privacy Notice**

This Data Privacy Notice may change from time to time. On such occasions, we will let you know through our website and/or through other means of communication