



MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 3rd QUARTER MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON SEPTEMBER 4, 2020, 2:00 P.M. VIA GOOGLE MEET (VIRTUAL)

Present:

Chairperson: Hon. Crisostomo C. Garbo

Mayor, Mabalacat City, Pampanga
OIC MCC President

Members: Hon. Krizzanel C. Garbo

Chairperson, Committee on Education,
Sangguniang Panlungsod, Mabalacat City,
Pampanga

Imelda DP. Soriano, Ed.D.

Representative, ALCU-National

Ms. Irene Cristy M. Bacolod

President, MCC Faculty Association

Neil P. Rigdao

President, MCC Alumni Association

Rosanel L. Dimarucut

President, MCC Student Council

Guests: Michelle Aguilar-Ong

Chief Administrative Officer

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RESOLUTION NO. 22

Series of 2020

APPROVING THE PRIVACY POLICY OF MABALACAT CITY COLLEGE PRIVACY NOTICE FOR EMPLOYEES AND PERSONNEL

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as **The New Charter of Mabalacat City College**, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, in compliance with the Data Privacy Act of 2012 (the "DPA 2012"), employees and personnel will be asked to provide their personal and sensitive personal information when they apply as personnel and/or hired as employee or personnel by the College.



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MABALACAT CITY COLLEGE

RESOLVED by the Board of Trustees of Mabalacat City College that:

WHAT INFORMATION DOES MCC COLLECT FROM YOU?

When you apply for a job or offer your services to the College as a self-employed individual, the College will collect a variety of information, including but not limited to your name, mailing address, phone number, e-mail address, contact preferences, birthdate, family background, educational background, work experiences, character references, skills, hobbies and other personal information, sensitive or otherwise.

In certain cases, the College will ask for a government-issued ID for security and validation purposes. Your image may also be captured by the College's CCTV cameras.

WHY DOES MCC COLLECT YOUR INFORMATION?

- Processing of application for employment
- Assessment of qualifications for the job applied for
- Verification of identity and information you provided in your resume and application forms
- Processing of employment upon acceptance of job offer
- Employment benefits and compensation
- Performance evaluation
- Employment training
- Internal purposes, i.e., auditing, data analysis, and research to improve services and communications
- Security, public order and safety

TO WHOM DO WE SHARE YOUR INFORMATION?

Since the College is a local college of Mabalacat City, the personal and sensitive personal information of its personnel are shared with the Local Government of Mabalacat City for the purposes indicated above and with government agencies and law enforcement when necessary or appropriate.

HOW DO WE PROTECT AND SECURE YOUR INFORMATION?

The College makes sure that the integrity, accuracy and confidentiality of your information are maintained and secured. Computer systems are housed in facilities with physical security measures in place, including limited access, locked fixtures with identifiable keyholders and user logs. Some of your information are in cloud storage where your data is encrypted.

The College retains and archives your records for the period necessary to fulfill the purposes outlined above unless a longer retention period is required or permitted by law.



Republic of the Philippines
Province of Pampanga
Mabalacat City



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DO YOU HAVE ANY QUESTIONS?

If you have any data privacy queries or concerns, you may contact the Human Resource Management Unit through the following:

a. Via post

OFFICE OF THE PRESIDENT
Rizal St., Brgy. Dolores
Mabalacat City

b. Via e-mail

dataprivacy.mcc@gmail.com

c. Via landline

(045) 875-6887 | (045) 875-6978


NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED by the Board of Trustees, through its 3rd Quarter Meeting herein assembled to approve the Mabalacat City College Privacy Notice for Employees and Personnel.

RESOLVED further that a copy of this resolution be furnished to the Sangguniang Panlungsod of Mabalacat City, Pampanga and other concerned offices.

APPROVED this 4th day of September 2020.

Approved by:


HON. CRISOSTOMO C. GARBO
City Mayor/BOT Chair


HON. KRIZZANEL C. GARBO
Member, Chairperson-Committee on Education
Sangguniang Panlungsod

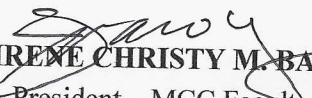
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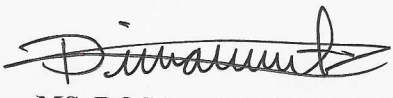


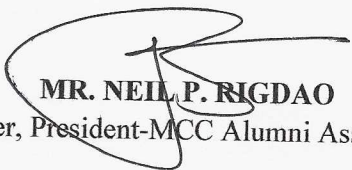
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MS. IRENE CHRISTY M. BACOŁOD
Member, President – MCC Faculty Association


MS. ROSANEL DIMARUCUT
Member, President- MCC Student Council


MR. NEIL P. RIGDAO
Member, President-MCC Alumni Association