# TERMS AND CONDITIONS

Users accept the responsibility for supplying, checking, and verifying the accuracy and correctness of the information they provide on this system in connection with their appointment. Incorrect or inaccurate information supplied may result in forfeiture of appointment slot.

The Regional Cancer Center of Bicol Medical Center ("BMC-RCC," "We," "Us," "Our") is committed to protecting the privacy, confidentiality, and security of the sensitive personal information and other personal information you give us or that we collect when you use the BMC-RCC Online Patient Appointment System (https://app.bmc.doh.gov.ph/online-appointment) and/or any of our pages.

#### What sort of information do we collect?

#### 1. Information You Voluntarily Give Us

When you use the BMC-RCC Online Patient Appointment System, we collect and store the following information:

Last Name, First Name, Middle Name, Name Suffix, Photo, Health Card Number, Referral Letter, Surgical Pathology Report, Laboratory Test Results, Mobile Number, Email, Philippine Address, City, Province.

#### Information Automatically Collected

When you access or use the BMC-RCC Online Patient Appointment System, we store log information, including date and time, originating IP address, domain name, browser and operating system used, and other usage information.

### 2. Information Collected by Tracking Technologies

We use various technologies, such as cookies, to collect information in order to help us improve the BMC-RCC Online Patient Appointment System. The information collected in the logs and by tracking technologies are preserved no longer than is necessary for the fulfillment of such purpose.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

### What do we do with the information we collect?

The Regional Cancer Center of Bicol Medical Center uses the collected data for various purposes:

- To provide and maintain the Service;
- To notify you about changes to our Service;
- To allow you to participate in interactive features of our Service if you choose to do so;
- To provide customer care and support;
- To provide analysis or valuable information so that we can improve our service;
- To monitor the usage of our service;
- To detect, prevent and address technical issues

### Transfer of Data

Your information including Personal Data, may be transferred to -- and maintained on - - computers located outside of your region, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction. If you are located outside Philippines and choose to provide information to us, please note that we transfer the data, including Personal Data, to the Philippines and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer. The Regional Cancer Center of Bicol Medical Center will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

# **Disclosure of Data**

# Legal Requirements

The Regional Cancer Center of Bicol Medical Center may disclose your Personal Data in good faith and belief that such action is necessary to:

- To comply with a legal obligation;
- To protect and defend the rights or property of Regional Cancer Center;
- To prevent or investigate possible wrongdoing in connection with the Service;
- To protect the personal safety of users of the Service or the public;
- To protect against legal liability

### Security of Data

The security of your data is important to us. However, no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

### Service Providers

We may employ third party companies, such as Google, and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used. These third parties have access to your Personal Data (in a Google account, i.e. Gmail/Google+ account) only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

### Analytics

We may use third-party Service Providers to monitor and analyze the use of our Service. Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network. You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <u>https://policies.google.com/privacy?hl=en</u>

#### How long do we retain the information we collect and process for?

We do not retain your personal data longer than is necessary for the fulfillment of the purposes for which they were collected. To the extent required by law, we take reasonable steps to delete and/or destroy, personal data in a secure manner when we no longer need it for the purposes for which it was collected and retention is no longer necessary for legal purposes.

# Is the Regional Cancer Center of Bicol Medical Center liable for damages due to electronic communication failures?

We cannot guarantee that the BMC-RCC Online Patient Appointment System will function faultless and without any interruptions. The Regional Cancer Center shall not be liable for damages, of whatever kind, direct or indirect, that may result from the use of electronic means of communication, including, but not limited to, damages resulting from the failure or delay in delivery of electronic communications, interception or manipulation of electronic communications by third parties or by computer programs used for electronic communications, transmission of viruses, or any other fortuitous event.

# Will there be modifications to the BMC-RCC Online Patient Appointment System Website's Privacy Policy?

We may modify this Privacy Policy from time to time. Any change to this Privacy Policy will become effective upon posting of the revised Privacy Policy on the BMC-RCC Online Patient Appointment System Website. Updated versions of this Privacy Policy shall include the date of revision.

We encourage you to review this Privacy Policy whenever you access the BMC-RCC Online Patient Appointment System Website so that you stay informed about our information practices and the ways you can help protect your privacy.

# Which laws govern the BMC-RCC Online Patient Appointment System Website's Privacy Policy?

This Privacy Policy is governed by and shall be construed in accordance with the laws of the Philippines. Any dispute arising out of or in connection with this Privacy Policy, including any question regarding its existence, validity, or termination, shall be resolved in accordance with R.A. No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations, NPC Circular No. 18-03 or the Rules on Mediation before the National Privacy Commission, and/or other applicable Government rules, regulations, or laws.

#### How can you contact us?

For questions or concerns regarding the BMC-RCC Online Patient Appointment System Website's Privacy Policy, you may reach us at:

Bicol Medical Center – Regional Cancer Center Regional Cancer Center Bldg., Panganiban Avenue, Concepcion Pequeña, Naga City, Camarines Sur, Philippines 44000 Email: <u>cancercenter.appointmentsystem@gmail.com</u> Phone: +639054197076

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