

CTSI DATA PRIVACY NOTICE

Consolidated Training Systems, Inc. (CTSI) complies with the Data Privacy Act of 2012 and commits to protect the personal data information we collect from our stakeholders (data subjects).

This Notice states what, how, when and why (purpose) we collect personal data information. CTSI may collect personal data thru any of the following methods: face-to-face interaction with CTSI representatives, phone conversation / text messaging, email, picture taking, video recording thru CCTV, photo / video documentation of training, questionnaires/ surveys, fill out of application form and submission of documentary requirements for applicants and internet cookies.

CTSI procedures are in place to ensure proper collection, usage, access, storage, retention, disclosure / sharing and disposal of collected personal data information.

COLLECTION OF PERSONAL DATA INFORMATION

What personal data information do we collect?

CTSI collects (but is not limited to) the following personal data information essential to our operations:

- Full name
- Date of birth
- Permanent/ Current addresses
- Contact number
- Gender
- Contact details of family member in case of emergencies
- Video/ Photo documentation of training
- Government-issued IDs/ Other acceptable IDs
- TIN/ SSS/ Pag-IBIG Fund/ PhilHealth numbers
- Signature
- Blood type
- Marital status
- Email address
- Video recording via CCTV, Zoom, Viber or other applications
- ID picture
- Medical certificate
- For employment: documentary requirements
- For newly-hired: bank account details, if available

When and how do we collect your personal data information?

CTSI collects personal data information during the following activities (when) and through the following methods (how):

When Do We Collect?	How Do We Collect?
• Pre-employment process	• Face-to-face interaction with CTSI representative • Video recording thru CCTV • Filling out of application form • Submission of documentary requirements
• During office hours	• Video recording thru CCTV • Video / photo documentation of the training
• During online meetings	• Video recording/ screenshots thru Zoom, Viber or other applications

USAGE OF AND ACCESS TO COLLECTED PERSONAL DATA INFORMATION

Why do we collect your personal data information and who have accessed to it?

CTSI collects your personal data information to:

Who Have Access?	Uses of Collected Personal Data Information
• HR Department • Department Heads • BDD and Training Departments (On-call TS/ Applicant TS)	• Verify identity and qualification • Form part of the 201 file • Have a means to contact family member in cases of emergencies • Establish contact (text message, call or email) regarding application (for applicants)/ work (for employees) • Maintain database for easy access of contact details
• Marketing Department	• For marketing collaterals (brochures, calendar) and for posting on the website (photos/ videos collected during conduct of training)
• Business Development Department and HSSEQ Department	• For documentation of training thru photos/ videos collected during conduct of training

Who Have Access?	Uses of Collected Personal Data Information
<ul style="list-style-type: none"> Accounting 	<ul style="list-style-type: none"> To process payment for tax and contributions for SSS, Pag-IBIG Fund and PhilHealth To process and submit for personal loan application and visa application, if required
<ul style="list-style-type: none"> Department Head responsible for meetings via Zoom, Viber or other applications 	<ul style="list-style-type: none"> Documentation of meetings conducted via Zoom, Viber or other applications

STORAGE AND RETENTION OF COLLECTED PERSONAL DATA INFORMATION

CTSI stores the collected personal data information in two (2) ways: hard copies and electronic copies. Active and / or valid hard copies are stored in the Central File Access (CFA) Manila office and in each concerned Department’s filing cabinets for easy retrieval, if deemed necessary. Inactive and / or hard copies beyond validity period are stored in the CFA Capipisa site within the designated retention period.

The electronic copies are stored in CTSI’s in-house data center for a retention period of 20 years.

DISCLOSURE / SHARING OF COLLECTED PERSONAL DATA INFORMATION

CTSI employees who collect and / or receive the collected personal data information ensure the lawful processing of the said data and the disclosure / sharing to other authorized employees within the organization and to the following organizations:

- Department of Labor – for request of employment related documents (i.e., pay slip)
- SSS/ Pag-IBIG Fund/ PhilHealth – for processing of membership contributions and personal loan application, as applicable
- Bank – for personal loan application
- BIR – for processing of tax
- Foreign Embassies – for visa application

DISPOSAL / DESTRUCTION OF COLLECTED PERSONAL DATA INFORMATION

After the designated retention period, collected personal data information shall be:

- Hard copies – shredded and disposed of properly
- Electronic copies – removed / deleted from CTSI’s in-house data center

This Policy may be amended without prior notice. Notification shall be made thru our website and / or via email.

CTSI Consent Form for Collected Personal Data Information

I have read and understood CTSI’s Data Privacy Notice. I am fully aware that I am giving my personal data information to CTSI to be used based on what is stated in this Data Privacy Notice. I understand that my personal data information cannot be disclosed without my consent.

FOR EMPLOYEES: I also understand that photos/ videos taken during conduct of course, audits, training; video recordings/ screenshots during online meetings and other CTSI activities are being used for documentation, for production of marketing collaterals (brochures, calendar) and for posting on the website.

In this regard I am giving my consent to CTSI to collect, process, use and share my personal data information in accordance to its Data Privacy Notice.

Date: _____

Signature over Printed Name

I also understand that I have the right to withdraw my consent should I think that CTSI has violated my rights and processed my personal data information not in accordance to this Data Privacy Notice. The withdrawal of my consent shall not affect the lawfulness of processing based on consent before my withdrawal.

Contact our Data Protection Officer (email: it.developer@ctsi.com.ph / mobile number: 0917.867.1354) to process the withdrawal of your consent.