

**PRIVACY NOTICE FOR CANDIDATES**

**1. Personal Information Collected**

PHILGUARANTEE collects from job applicants and successful candidates personal information, such as but not limited to, full name, birth date, birth place, sex, civil status, height, weight, blood type, Government Service Insurance System ID Number, Pag-IBIG ID Number, Philhealth Number, Social Security System Number, Taxpayer Identification Number, citizenship, residential and permanent addresses, contact number, family background information, spouse’s information, father’s and mother’s names, educational background, civil service eligibility or licenses and ratings, trainings and signature.

**2. Ways Personal Information Are Collected**

PHILGUARANTEE collects, uses and/or processes personal information based on electronic and paper documents submitted by applicants.

**3. Reason for Collecting Information**

As government agency, PHILGUARANTEE is mandated to comply with the Civil Service Commission (CSC) regulations on recruitment, selection, appointment and other human resource actions in the civil service. The collected information are required by the CSC’s Personal Data Sheet (PDS) and other applicable civil service regulations.

The collected personal information will be utilized to evaluate the qualifications of the applicants.

**4. Securing Personal Information**

Personal and other information collected through the submitted documents are stored, secured, and treated with utmost confidentiality. Only authorized personnel involved in recruitment, selection and placement of personnel have control or access to the collected information, the exchange of which will be facilitated through email and hard copy.

The documents are retained for the purpose of processing their application and will be completely destroyed/deleted in nine (9) months.

**5. Rights of the Data Subject**

Under the Data Privacy Act of 2012, data subject refers to an individual whose personal information is collected and processed. PHILGUARANTEE is duly bound to observe and respect your privacy rights, including your right to information, right to access, right to correct, right to remove, right to damages and right to data portability.

As such, you have the right to ask for a copy of any personal information we hold about you, as well as ask for correction or removal.

You may contact [careers@philguarantee.gov.ph](mailto:careers@philguarantee.gov.ph) or [dataprivacy@philguarantee.gov.ph](mailto:dataprivacy@philguarantee.gov.ph)

for questions, comments, suggestions or requests involving your rights as an applicant/ data subject.

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*I hereby agree and consent to the processing of my personal information for the purpose of my application with PHILGUARANTEE within the terms and scope of Data Privacy Act of 2012*

Signature over Printed Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_