

REPUBLIC OF THE PHILIPPINES)
CITY OF ILOILO) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____ of legal age, single/married, with residence and postal address at _____, after being duly sworn to in accordance with law, hereby depose and say that:

1. I am an employee of WVMC holding the position of _____ in the Department of _____;
2. I have requested a copy of the WebEx recording of the following Meetings/Events;
 - a. _____ dated _____
 - b. _____ dated _____
3. By requesting to have a copy of the above-mentioned recordings I am taking full responsibility of ensuring the confidentiality of the recordings according to the rules and guidelines of the Republic Act 10173 also known as the Data Privacy Act of 2012.
4. I will ensure that the data obtained in the recordings are adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose shall be processed.
5. I will ensure that upon obtaining the soft copy of the recording it will be destroyed after the purpose is achieved.
6. I have communicated with the Data Protection Officer for evaluation of the request for soft copy of the recordings of the above-mentioned meeting/event.
7. I am aware that access to the recording is limited to myself and accountability due to leakage or data privacy violation shall be attributed to me.
8. I shall observe physical security measures and ensure that all data collection and storage devices must be password protected with a strong password.
9. If it is necessary to use portable devices for initial collection or storage of the recording, the data files should be encrypted and moved to a secure system as soon as possible after collection;
10. I shall notify the Western Visayas Medical Center immediately upon discovery of any unauthorized use or disclosure of the information obtained.

WHEREFORE, in order to attest to the truth of the foregoing, I am hereby affixing my signature to this Affidavit of Undertaking this _____ in Iloilo City.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME this _____ at Iloilo City, Philippines. Affiant exhibited to me his/her ID _____ with ID No. _____ in accordance with the 2004 Rules on Notarial Practice.

WITNESS MY HAND AND SEAL.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
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