



Republika ng Pilipinas
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September 12, 2022

WVMC MEMORANDUM ORDER

No. 428 s. 2022

To: **All Division/Unit/Section Heads**

SUBJECT: *Guidelines for Requesting Webex Recordings of Online Meetings*

The use of videoconferencing for work-related meetings, especially through Webex, has become commonplace during this pandemic. Online videoconferencing has presented the option to record meetings that was previously an uncommon practice during in-person meetings. Sensitive personal information can be captured during the recording such as the participants' name, email address, gender, image and their opinions.

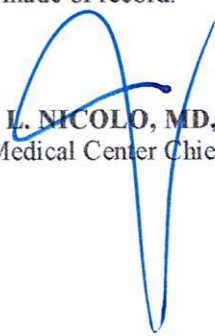
In observance of the Data Privacy Act of 2012 (Republic Act 10173), Data Privacy Guidelines on Video-Conference Meetings was issued by the Data Privacy Team. Following this, a Standard "Request for Webex Recording" Form has been drafted containing the title, time and date of the meeting, and the purpose of the request. The form must be signed by the requester, by a staff of IHOMP certifying that the recording is preserved, by the Data Privacy Officer evaluating the request, and with final approval from the Medical Center Chief prior to the release of the recording.

Relative to this, all personnel that wish to access the Webex recordings of their online meetings are directed to attach an Affidavit of Undertaking to their request forms. This is to ensure proper accountability from the requester. The Affidavit must be filled up and completed in duplicate by the requester and to be duly notarized by the Legal Officer.

This will guarantee the utmost protection of the sensitive personal information and data privacy of our hospital staff and employees. This will also address pertinent issues and prevent further problems in the future.

For information and compliance.

This Order is hereby declared official and made of record.


JOSEPH DEAN L. NICOLO, MD, FPCS, FPSGS, MPA
Medical Center Chief II

cc: all divisions/units/sections
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