

**DATA PRIVACY NOTICE 2025**  
**JLA Diagnostics, OPC**

**PRIVACY NOTICE**

**WHO ARE WE**

JLA Diagnostics, OPC (“JLA Diagnostics”) is a medical diagnostic clinic that serves local businesses across various industries by providing Pre-Employment Medical Examinations (PEME), Drug Tests, and Annual Physical Examinations (APE). Our clinic operates on a web-based system, enabling real-time access to medical results for employers. This system allows employers to receive the medical results of their employees on the same day.

**OUR COMMITMENT**

JLA Diagnostics is committed to safeguarding your data privacy rights. In processing your personal data, we adhere to the principles of transparency, legitimate purpose, and proportionality. Protecting your privacy is our priority.

Rest assured, we collect and process your personal data in accordance with the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and other applicable laws (“Data Privacy Laws”).

**WHAT IS IN THIS DATA PRIVACY NOTICE**

This Privacy Notice describes how we collect, use, store, handle, and protect your personal data in connection with our processes, programs, and systems.

The terms “personal data,” “personal information,” “sensitive personal information,” “processing of personal data,” and other related terminologies in this Privacy Notice are used as defined in the Data Privacy Laws.

Please refer to the following definitions:

- Personal data pertains to both personal and sensitive personal information.
- Personal information is any information or set of information that can be used to identify an individual, such as name, mailing address, email address, telephone number, mobile number, a photo, or a video image of a person, and other personal details.
- Sensitive personal information includes any information about an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical, or political affiliations; health or education; any criminal, civil, or administrative proceedings

involving an individual; unique government-issued identifiers; and those established by law as classified.

- Processing of personal data refers to any operation or set of operations performed upon personal information, including but not limited to, collection, use, storage, disclosure, or disposal.

## **OUR BASIS FOR PROCESSING YOUR PERSONAL DATA**

JLA Diagnostics processes your personal data only under circumstances allowed by the Data Privacy Laws, such as when you give your consent, when required by law, or when necessary to fulfill contractual obligations. Specifically, we process your personal data when at least one of the following conditions exists:

- You have given your consent.
- The collection and use of your personal data are necessary and related to the fulfillment of our contract or necessary for us to enter into a contract with you.
- The processing is necessary for us to comply with a legal obligation or is required by existing laws and regulations.
- The processing is necessary to protect vitally important interests of the data subject, including life and health.
- The processing is necessary for our legitimate business interests, with your data subject rights as our priority.
- The processing is necessary for purposes of medical treatment.
- The processing is necessary for the protection of our lawful rights and interests in court or for our establishment, exercise, or defense of legal claims.

## **WHAT WE COLLECT**

For the purposes of medical endorsement, recommendation, or diagnosis of your medical condition on the day of the consultation, personal and sensitive personal information may be gathered when you engage with our services, fill out forms through JLA Diagnostics, or provide us with your information by any other available means. We collect the following:

- Information we collect from you through our COVID-19 Declaration Form for contact tracing purposes:
  - Signs and symptoms
  - Travel information
- Information we collect from our Company Clients (your employers or prospective employers), or from you through your registration to avail of our services or book an appointment through our website:
  - Name
  - Gender

- Birthdate
- Email address
- Contact number
- Company
- Medical history
- Information we collect during your physical examination depending on the requirements of your employers or prospective employers:
  - Vital signs (Height, weight, oxygen saturation, temperature, body mass index, blood pressure) at the time of PEME
  - X-ray (chest X-ray)
  - Laboratory examinations (CBC, urinalysis, fecalysis, and other blood-related examinations)
  - Drug test (for different drug panels as required by your employer)
  - Physical examination (one-on-one interview regarding past and present medical history, and other medical conditions as asked by a resident physician)

## **WHAT WE DO WITH YOUR DATA**

The personal data collected, recorded, stored, used, or processed are exclusively for the purpose of providing you with our services, complying with our legal obligations, and fulfilling our contractual obligations. Specifically, we use your personal data for the following purposes:

1. For the provision of our service:
  - To carry out and provide the necessary services as requested by our Company Clients (your employers or prospective employers), such as conducting Pre-Employment Medical Examinations (PEME), Drug Tests, and Annual Physical Examinations (APE).
  - To verify your identity when registering for our service and prior to undergoing the medical examination.
  - To provide and facilitate your use of and access to our online registration platform, to respond to your queries, comments, or feedback, and to administer your medical records.
  - To process and/or keep a transaction history, generate sales information and reports, and to store, host, and back up your personal data.
  - To provide customer support and to fulfill JLA Diagnostics' obligations arising from any contracts entered into between JLA Diagnostics and our Company Clients.
  - For other purposes necessary or beneficial to administering transactions made on the Services.
2. For Analytics and Business, Legal, and Technical Use:

- To conduct research and gain an understanding of our system users, their experiences, and preferences.
- To run system diagnostics to ensure that the Services are functioning properly.
- To ascertain your identity and to compare information we receive from you with information received about you from third parties.
- To process any complaints or feedback, to implement preventive measures, and to investigate acts, omissions, or misconduct.
- To gather the necessary information required by law or existing contracts, for record-keeping, or good business practices.

## **HOW LONG WE KEEP YOUR DATA**

Your personal data are retained only for the period necessary to fulfill the purposes for which they were collected, such as to facilitate the provision of our services to you and execute the terms and conditions of our contracts with our Company Clients, or to fulfill our legitimate business interests.

Thus, we will retain your data for as long as required by our Company Clients, in accordance with their retention and disposal requirements under our contracts with them. In some instances, we will retain your personal data as required by applicable laws, rules, or regulations.

After the expiry of the retention period, when you withdraw your consent (if applicable), or when a Company Client orders, we will securely destroy your personal data through shredding physical records, deletion of electronic data from our database, or any other secure disposal methods allowed by relevant regulations.

## **HOW WE SECURE YOUR DATA**

To fulfill our commitment to upholding your data privacy rights, JLA Diagnostics implements the necessary organizational, physical, and technical securities. These measures ensure that all personal data in our custody are sufficiently protected against any unauthorized access or unlawful processing of your personal data, accidental loss, or destruction.

We take all necessary measures, according to reasonable industry standards and practices, to keep your personal data secure, including:

- a. Use of information security tools and facilities to protect all collected data in whatever form;
- b. Formulation and implementation of responsive and relevant data privacy and data security policies within the organization;

- c. Ensuring that third parties processing personal data for us or to whom we disclose your personal data comply with the requirements of the Data Privacy Laws through proper transfer risk management measures; and
- d. Management of human resources through the use and implementation of access control policies, confidentiality contractual clauses, capacity building, and awareness campaigns.

## **WHAT ARE THE RISKS INVOLVED**

Despite implementing the best security features, JLA Diagnostics recognizes that data processing always comes with risks. Security threats and incidents are now a question of when rather than “if.” While we strive to keep our systems safe, we cannot control external factors (such as the safety of your computer or mobile phone, the network you are using, the servers you are being routed through, etc.). However, once we receive your personal data, we will use our implemented safety features and procedures to ensure that your data is kept safe.

## **PROTECT YOUR PERSONAL DATA**

It is your obligation to ensure that all personal data submitted to us is complete, accurate, true, and correct. Any misinformation provided thereto is solely your responsibility.

In addition, JLA Diagnostics encourages you, the data subjects, to take precautions and be vigilant. Avoid sharing any login credentials with unauthorized persons. Only transact with legitimate entities.

## **WHEN DO WE SHARE YOUR DATA**

JLA Diagnostics, as a service provider, processes your personal data only upon the instruction of our Company Clients. It is our obligation under our contract with our Company Clients (your employers or prospective employers) who requested the conduct of your medical examination to share and disclose your medical examination results directly to them. It is the Company Client’s responsibility to obtain your consent for the disclosure of your personal data to them, and if you wish to obtain a copy of your medical examination results, you may request it from them. During your registration, we will ask for your consent to the disclosure of your personal data to your employer or prospective employer.

We may also disclose and share your personal data with the following:

- a. Our medical consultants and third-party vendors who provide services or conduct data processing on our behalf, ensuring they adhere to the same level of data protection standards required by the Data Privacy Laws.

- b. Government authorities, regulatory bodies, or law enforcement agencies when required by law, regulation, or legal process, or when necessary to protect our rights and interests or those of our clients and users.
- c. Any third party with whom we engage in a business transaction, such as a merger, acquisition, or sale of assets, where your personal data may be disclosed as part of the transaction.
- d. Other parties as you may authorize or direct.

## **YOUR RIGHTS AS A DATA SUBJECT**

As a data subject, you are entitled to the following rights under the Data Privacy Laws:

1. Right to be Informed – You have the right to be notified and furnished with information before your personal data is processed.
2. Right to Access – You have the right to access your personal data upon reasonable demand.
3. Right to Object – You have the right to object to the processing of your personal data, including the right to withdraw your consent if previously given.
4. Right to Erasure or Blocking – You have the right to suspend, withdraw, or order the blocking, removal, or destruction of your personal data.
5. Right to Rectification – You have the right to correct any inaccuracies or errors in your personal data.
6. Right to Data Portability – You have the right to obtain and electronically move, copy, or transfer your data in a secure manner.
7. Right to Damages – You have the right to claim compensation for damages if you suffer losses due to a violation of your data privacy rights.

To exercise any of your rights, or for any concerns regarding your personal data, please contact us using the details provided below.

## **CONTACT US**

For any inquiries, concerns, or complaints regarding your data privacy rights or how we process your personal data, you may contact:

JLA Diagnostics, OPC

0917 899 2081

jladiagnostics@gmail.com

1 Fatima Street Fin Asia Homes, San Antonio Valley 1 Sucat, Paranaque City 1715 Philippines

## **UPDATES TO THIS NOTICE**

This Data Privacy Notice may be updated periodically to reflect any changes in our privacy practices. We will inform you of any significant changes through appropriate channels.

## **DATA PRIVACY CONSENT AND DECLARATION**

By submitting this form, I hereby consent and attest to the following:

1. By logging into this site and using a password, I declare that I am authorized to access the website and its services and to engage in the activities required by the site. I understand that I am solely responsible for maintaining the confidentiality of my password. JLA DIAGNOSTICS, OPC bears no liability for any misuse of my password.
2. I attest that the personal data I have submitted is complete, accurate, true, and correct. I accept full responsibility for any misinformation provided.
3. I understand that the personal and sensitive information, including my medical data (collectively referred to as "personal data"), collected during my registration and medical examination will be used solely for the purposes of endorsement, recommendation, and/or diagnosis of my medical condition in relation to my Pre-Employment Medical Examination as part of the recruitment process.

### **PATIENT REGISTRATION SYSTEM - Privacy Notice**

JLA Diagnostics, OPC ("JLA Diagnostics") is a medical diagnostic clinic serving local businesses across various industries by providing Pre-Employment Medical Examinations, Drug Tests, and Annual Physical Examinations. Our clinic operates on a web-based system, allowing real-time access to medical results for employers.

JLA Diagnostics is committed to protecting your rights as a data subject. In processing your personal data, we adhere to the principles of transparency, legitimate purpose, and proportionality, with your privacy being our top priority.

JLA Diagnostics has been assigned as your Pre-Employment Medical Examination (PEME) provider. During the medical examination conducted on the day of your PEME, JLA Diagnostics will collect the following personal and sensitive information, including your medical data, for the purpose of completing your pre-employment medical examination:

- Signs and symptoms
- Personal data:
  - Birthdate
  - Contact number
  - Medical history
  - Chest X-ray
  - Urine sample
  - Physical exam



Your personal data, including the results of the medical examination, will be submitted directly to your employer/prospective employer for their assessment and consideration as part of their recruitment and hiring process. JLA Diagnostics processes your personal data and conducts the medical examination solely upon the instruction of your employer/prospective employer. Should you wish to obtain a copy of your medical examination results, you should request it directly from your employer/prospective employer.

JLA Diagnostics will never share your personal data with any third party, except:

- To third-party service providers engaged by us to process personal data on our behalf to provide services. These service providers will process your personal data only according to our instructions;
- When you request or consent to the transfer or sharing of your personal data; or
- When required by applicable laws or regulations.

In cases where information is disclosed to another entity, JLA Diagnostics will ensure that the disclosure is made on a need-to-know basis only. The transfer of your personal data will be conducted in accordance with applicable Data Privacy Laws.

If you have any privacy concerns, believe that your personal data has been breached, or wish to exercise your data subject rights, you may contact us at:

Contact Information:

0917 899 2081

jladiagnostics@gmail.com

1 Fatima Street, Fin Asia Homes, San Antonio Valley 1, Sucat, Parañaque City 1715, Philippines

For more information on how we collect, use, store, and protect your personal data, please read our full Privacy Notice.

I confirm that I have read JLA Diagnostics' Privacy Notice and understood its contents.

**“I AGREE TO PROCEED”**