



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Office of the President		<b>POLICY NUMBER:</b> DPOTMH-APP-DPO-P004-(01)	
<b>TITLE/DESCRIPTION:</b> <b>RELEASE OF COMPANY INFORMATION POLICY</b>			
<b>EFFECTIVE DATE:</b> September 30, 2023	<b>REVISION DUE:</b> September 29, 2026	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 4
<b>APPLIES TO:</b> All individuals who have access to confidential company information, regardless of their position or role within the organization. All employees, contractors, and third parties must adhere to these guidelines to prevent unauthorized disclosure and protect the company's interests.		<b>POLICY TYPE:</b> Administrative	

## PURPOSE:

1. To ensure that sensitive and confidential information is shared in a controlled manner, safeguarding the company's interests and protecting proprietary data from unauthorized disclosure.
2. To define the process, criteria, and responsibilities involved in releasing such information while maintaining compliance with legal and regulatory requirements.

## DEFINITIONS: N/A

## RESPONSIBILITY:

This policy applies to all individuals who have access to confidential company information, regardless of their position or role within the organization. All employees, contractors, and third parties must adhere to these guidelines to prevent unauthorized disclosure and protect the company's interests.

## POLICY:

1. Confidential information should only be disclosed to authorized individuals or entities for legitimate business purposes. This includes employees with a need-to-know basis, contractors with signed non-disclosure agreements (NDAs), and trusted third parties involved in business operations.
2. No employee without authorization shall disclose or discuss any non-public information with any individual or entity outside the corporation without NDA except if the information to be released is compelled by judicial process.
3. Contractors and third parties receiving confidential information must sign an NDA before gaining access to such information. NDAs should clearly outline their responsibilities, the scope of information covered, and consequences for unauthorized disclosure.
4. Any request for the release of confidential information must go through an approval process. This

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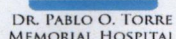
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may involve managers, legal counsel, and relevant department heads to ensure the necessity and legitimacy of the disclosure.

5. Confidential information should be communicated using secure channels, such as encrypted email or secured file sharing platforms, to prevent interception or unauthorized access.
6. Any suspected or actual unauthorized disclosure of confidential information must be reported immediately to the appropriate personnel, including management and the legal department, for investigation and action.
7. When accessing confidential information remotely, employees should use secure connections, virtual private networks (VPNs), and company-approved devices to prevent data breaches.
8. Confidential information should be retained only for the necessary duration and disposed of securely using approved methods, such as shredding physical documents and securely wiping digital data
9. Regular training and awareness programs should be conducted to educate employees about the importance of safeguarding confidential information and the proper procedures for its release.
10. Violations of this policy will result in disciplinary action, which may include warnings, suspension, termination, legal action, and other remedies deemed appropriate.







**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE



DR. PABLO O. TORRES

Owner and operator of the Dr. Pablo O. Torre Memorial Hospital

**METRO PACIFIC HEALTH**[illegible]

DPO-F004  
Effective Date : 08-29-23

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**REFERENCES: N/A**

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<b>DEPARTMENT:</b> Data Privacy Office		<b>POLICY NUMBER:</b> DPOTMH-APP-DPO-P004-(01)	
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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	NUBBIN BITO-ON Data Protection Officer		08/30/23	
Reviewed by:	RODEL J. LLAVE Total Quality Division Head		8-30-23	
Approved by:	NANCY B. HIZON Human Resources Division Head		9.4.2023	
	SOCORRO VICTORIA L. DE LEON VP/Chief Operating Officer		09/04/2023	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		8/6/23	

