

Policy on Publishing Deceased Individuals' Information on the Memories Wall

1. Purpose:


This policy establishes guidelines for publishing information about deceased individuals on the Golden Haven Memorial Park, Inc. ("Golden Haven") section of its website known as the "Memories Wall", ensuring compliance with the Philippine Data Privacy Act of 2012 (RA 10173) and respecting the wishes of lawful heirs or authorized representatives.

2. Scope:

This policy applies to all employees and persons authorized by Golden Haven involved in the collection, processing, and publication of deceased individuals' information on the website.

3. Definitions:

- **Deceased:** A person who has passed away.
- **Lawful Heir/s/Authorized Representative/s:** Individuals legally entitled to act on behalf of the Deceased, or individuals authorized by the deceased or their lawful heirs to provide consent.
- **Personal Data:** As defined in the DPA.
- **Consent:** Freely given, specific, informed indication of will, whereby the **Lawful Heir/s/Authorized Representative/s** agree to the collection and processing of personal information about the Deceased Individual.



GOLDEN HAVEN
PARKS-COLUMBARIUM-CHAPELS-CREMATORIUM

DECEASED INFORMATION

Full Name:

Date of Interment:

Date of Birth: Date of Death:

Unit Location: Branch:

CLIENT'S CONSENT

Note: Please review the list below and check the boxes next to the information you consent to be shared. Your privacy is important to us, and your selections will help us ensure that we respect your preferences.

Date of Interment/ Inurnment

Date of Birth

Date of Death

Unit Location

Branch

Display details to? Memorial Wall Obituary

Publication of Information will be published according to the consent provided?

Controlled Public Access

CONFORME

By filling out this form, I consent to the publication of the selected information about the Deceased on the Golden Haven Memorial Wall/Obituary. I also agree to hold Golden Haven free and harmless from any claims, liabilities, or disputes arising from such publication.

Lawful Heirs/Authorized Representative: Golden Haven Representative:

Relationship to the Deceased:

Date Signed: Date Signed:

Consent Form: Publishing Deceased Information on the Memories Wall

- **Memories Wall:** The section of the Golden Haven website dedicated to honoring and remembering Deceased.

4. Policy Principles:

- **Consent is Paramount:** No information about a Deceased shall be published without the explicit consent of their **Lawful Heir/s/Authorized Representative/s**.
- **Respect for Privacy:** All information will be handled with sensitivity and respect for the Deceased and their family.
- **Transparency:** The purpose and scope of the information being published will be clearly communicated to the **Lawful Heir/s/Authorized Representative and the family of the Deceased..**
- **Data Minimization:** Only necessary, relevant and consent information may be published.
- **Security:** Appropriate security measures will be implemented to protect the published information.

5. Procedures:

- **Verification of Lawful Heir/s/Authorized Representative/s:**
 - The individual/s requesting publication must provide documentation to verify their identity and legal standing (e.g., death certificate, birth certificates, legal documents, authorization letters and other proofs of identity).
 - Golden Haven reserves the right to request additional information/documents.
- **Obtaining Consent:**
 - A written consent form (attached hereto as Annex 'A') ('Form') or, an equivalent online form serving the same purpose, detailing the specific information to be published and its intended use, must be duly signed or accepted by the **Lawful Heir(s) and/or Authorized Representative(s)**.
 - The Form shall provide options for controlled (limited access) or public publication.
- **Information Collection:**
 - Only information provided by the **Lawful Heir/s/Authorized Representative/s** will be published.
 - Information will be optional and limited to:
 - Name of the Deceased.
 - Dates of birth and death.
 - Location of the grave.
 - Photograph, brief biography, memorial messages.
- **Publication:**
 - Information will be published according to the consent provided (controlled or public access).
 - Golden Haven reserves the right to review and edit submitted content for appropriateness.
- **Removal of Information:**
 - Lawful Heir/s/Authorized Representative/s may request the removal or modification of published information at any time.

- Golden Haven will have a clear process for removal requests which shall be within seven (7) days.
- **Data Security:**
 - Golden Haven will endeavour to secure the Memorial Wall against unauthorized access.
 - Regular backups of published information will be performed.

6. Responsibilities:

- **Family Care Associate (FCA):** Responsible for verifying Lawful Heir/s/Authorized Representative/s, the heirs, , obtaining consent, and managing the publication process.
- **Data Protection Officer (DPO):** Responsible for ensuring compliance with the DPA.
- **Website Administrator:** Responsible for maintaining the security and functionality of the "Memories Wall".

7. Review and Updates:

- This policy will be reviewed and updated periodically to ensure compliance with applicable laws and regulations.

Important Considerations:

- **Legal Counsel:** Consult with a Philippine legal professional to ensure the consent form and procedures are legally sound.
- **Clear Consent Form:** The consent form should be easy to understand and clearly outline the scope of publication.
- **Record Keeping:** Maintain thorough records of all consent forms and verification documents.
- **Website Security:** Regularly audit and update website security measures.