



D. M. Consunji Technical Training Center (DMCTTC)
Acacia Estates, DMCI Complex, Brgy. Ususan, Taguig,
Philippines, Tel No.: 570 64 19 Fax No.: 570 64 20

REGISTRATION AND PAYMENT POLICY

Limited slots are available

Registrations are accepted on a first-come, first-served basis.

Walk-in participants shall be waitlisted, and will only be allowed entry subject to availability of seats and training materials.

Payment

Payment for all purchase orders must be received in full seven (7) working days before the start date of the course.

Participants registering with a purchase order should follow up with their employer to ensure timely payment.

Mode of Payment

Cash or check payment is accepted.

Deposit payment to:

Metrobank, Account Name: D.M. Consunji Technical Training Center Inc.
Account Number: 634-3-634115928.

Email deposit slip to dmcttc@gmail.com (indicate name of participant, company name and seminar title).

Cancellation made by Client/Attendee

Requests for cancellation of registration must be received not later than seven (7) working days before the start of event.

Refund Policy

100% of the payment is refundable if cancellation is made on or before the cancellation cut-off.

50% of the seminar amount shall be charged and automatically deducted from the payment if cancellation is made beyond the cancellation cut-off period.

100% forfeiture of amount paid for the non-appearance of participant.

Registrant may refund payment within 30 days after the notification, or opt to use the payment for a seminar of equal value.

Payment may be refunded upon presentation of the original copy of bank deposit slip and a valid ID.

Cash refund is strictly implemented, and may be availed only at the DMCTTC office in Taguig City, Metro Manila.

DMCTTC does not deposit refunds.

Cancellation/Postponement made by DMCTTC

DMCTTC reserves the right to cancel any course because of low registration or events beyond its control. In the unlikely event of cancellation, registrants will be notified and offered the option to switch to a different schedule/course or receive a full refund.



D. M. Consunji Technical Training Center (DMCTTC)
 Acacia Estates, DMCI Complex, Brgy. Ususan, Taguig,
 Philippines, Tel No.: 570 64 19 Fax No.: 570 64 20

REGISTRATION FORM

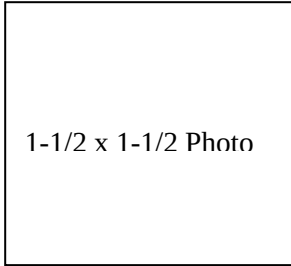
Participant's Profile

Seminar Title: _____

Note: **Please Write LEGIBLY: USE CAPITAL LETTERS**

This will be the basis of your Name for Issuance of Certificate

Program Schedule
 mm/dd/yy



First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company/Project: _____ Contact Number: _____
 Birth Date: _____ Home Address: _____ Email Address: _____

Designation: _____

Contact Person:

Designation:

Company Name:

Email Address & Contact Number/s:

(Signature over printed name/Date)

Authorized Signatory/Participant/Contact Person





D. M. Consunji Technical Training Center (DMCTTC)
Acacia Estates, DMCI Complex, Brgy. Ususan, Taguig,
Philippines, Tel No.: 570 64 19 Fax No.: 570 64 20

Please send your accomplished registration form to dmcttc@gmail.com and dmcttc.inquiries@yahoo.com. For inquiries, you may also call us at 5706419-20, 09495710605/09175047694.

Data Privacy Notice

Introduction

D.M. Consunji Technical Training Center (DMCTCC) values the confidentiality of data you have provided. Its privacy policy values and protects your personal information under the Data Privacy Act of 2012 and the laws of the Philippines. Personal information means any information or data that can be used to distinguish or identify you. This notice tells you how we will collect and use your personal information. It also tells you what steps you can take if you want us to change how we use your personal data, or if you want us to stop using your personal data.

Why do we collect your personal information?

To enable us to perform processes related to a variety of personnel administration, and general business management purposes, it is important that DMCTCC collects, uses, processes and retains your personal information when it is reasonable and necessary.

In particular, we are using your information for:

- 1) administration of enrollment;
- 2) perform training services;
- 3) management services and outsourcing arrangements;
- 4) training program information dissemination;
- 5) statistical and audit purposes;
- 6) client and government reporting;
- 7) initial evaluation for your suitability for employment; and
- 8) other legal and expected business-related purposes.

What type of information we collect?

We collect information to (refer to above purpose). This includes information such as:

- Basic Personal Information such as name, address, and contact numbers
- Sensitive Personal Information or information that relates to individual's race, ethnic origin, marital status, and any other information described under the Data Privacy Act and its Implementing Rules and Regulations

Please note that you are responsible for ensuring that all such personal information you submit is accurate, complete and up-to-date.

How you can access, correct and update the personal information we have about you?

You understand that you may request DMCTCC by a written letter or email to the Data Privacy Officer (DPO) to exercise your rights which include right to access, modify, erasure and object to processing your personal data within a reasonable time after such request.

Our contact details:

Data Privacy Officer
Marlon T. Tadeo
D.M. Consunji Technical Training Center
Acacia Estates, DMCI Complex, Brgy. Ususan, Taguig City
Office: +63 2 570 6419
Email address: mttadeo@dmcinet.com

DMCTCC's decision to provide such access or consider any request for correction, erasure and objection to process of the personal data as it appears in DMCTCC's records is subject always to any exceptions under applicable laws and/or the Act.

You agree that DMCTCC cannot impose a charge to cover the cost of verifying a request for information and locating, retrieving, reviewing and copying any material requested.

Who we share your information with?

As a general rule, we are not allowed to share your data to third party except in limited circumstances as noted below.



D. M. Consunji Technical Training Center (DMCTTC)
Acacia Estates, DMCI Complex, Brgy. Ususan, Taguig,
Philippines, Tel No.: 570 64 19 Fax No.: 570 64 20

You authorize DMCTCC to disclose your information to accredited/affiliated third parties or independent/non-affiliated third parties, whether local or foreign in the following circumstances:

- As necessary for the proper execution of processes related to the declared purpose
- The use or disclosure is reasonably necessary, required or authorized by or under law

This means we might provide information to the following:

- Our partner companies, organizations, or agencies including their sub-contractors or prospective business partners that act as our service providers and contractors
- D.M. Consunji, Inc. (DMCI) for the initial evaluation of your suitability for employment
- Law enforcement and government agencies

- All third parties with which we share this information are required to use your personal information in a manner that is consistent with this policy

How we protect your information?

You understand that DMCTCC will take reasonable steps to make sure that your personal information we collect, use or disclose are accurate, complete, and up-to-date. We will strictly enforce our privacy policy within the company and we have implemented technological, organizational and physical security measures to protect your information it holds from loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction. We put in effect safeguards such as:

1. We keep and protect your information using a secured server behind a firewall and physical access security controls
2. We restrict access to your information only to qualified and authorized personnel who hold your information with strict confidentiality
3. Any personal information that you provide is initially processed and stored by DMCTCC. Using a secured connection, authorized DMCTCC personnel can then access and download your personal information.

How long do we keep your data?

The data will be kept active, unless you request your data to be deleted in the system. If your profile is inactive for 10 years, you will be tagged as inactive. The data will be completely removed from the database at the expiration of the maximum period allowed by law. Once deleted, your information will no longer be searchable or included in anonymous searches and will be completely removed from all the storage location.

DMCTCC reserves the right to retain your data in our files under certain circumstances such as when your data may be necessary to resolve disputes, or if DMCTCC is required to do so by law or in the good faith and believe that such action is necessary to comply with a legal obligation and/or protect and defend the rights or properties of DMCTCC or its affiliates. If DMCTCC is required to retain any portion of your data for such purposes, it shall use reasonable efforts to limit such data to what is necessary to accomplish the particular purpose.

Data Privacy Notice

Consent

By signing the form below, you explicitly and unambiguously consent to the collection, processing and storage of your personal data by D.M. Consunji Technical Training Center for the purpose(s) described in this Privacy Notice. Please ensure that you have completely read and comprehend the terms above before checking the box below.

- Yes – I give my consent to DMCTCC to process both my personal information and sensitive personal information for the purpose(s) described in this Privacy Notice

Signature

(Signature over printed name/Date)

Name of Participant