

DATA PRIVACY STATEMENT AND CONSENT FORM

STATEMENT

Indophil Asia Equities, Inc. and its SBUs recognize their responsibilities under the Republic Act No. 10173, also known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, and consolidate for their employees. The personal data obtained, entered, and stored in the new HRIS portal will only be accessed by the HR Department, and the respective employee account holders. The HR and MIS Departments have instituted appropriate organizational, technical and physical security measures to ensure the protection of the employee's personal data.

TERMS AND CONDITIONS

The information collected and stored in the portal such as, but not limited to, name, residential address and email address, contact numbers, emergency contact, birthday, salary and allowances, payslip, SSS, Pag-Ibig, and Philhealth numbers, notices and memos, etc. shall remain private and confidential, and shall not be disclosed to third parties by the Company without any legitimate purpose.

Reciprocally, the account holder shall keep his/her personal information stored in the HRIS portal, especially his/her salary and allowances, and payslip private and confidential. Anyone violating this condition shall be charged and investigated for violation of the company policy against disclosing, accessing or allowing unauthorized access, leaking out or revealing confidential or classified information, which if proven guilty shall result to the dismissal of the erring employee. Further, the disclosure of information regarding one's payslip shall invalidate any such hard copy of the said document insofar as it is not issued with the authority and consent of the Company.

During the use of the HRIS portal, it is not the responsibility of the Company if personal information stored therein is leaked or disclosed through the negligence or imprudence of the account holder, such as the failure to log out of the portal.

CONSENT

I have read the Company's Data Privacy Statement and express my consent for the HR Department to collect, process, record, organize, update or modify, retrieve, consult, use, consolidate, block, erase or destruct my personal data as part of my information.

I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data, and be indemnified in case of damages pursuant to the provisions of the Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.

I hereby enter my personal email address, which I will use to log in to my HRIS portal account.

Employee Name	:	_____
Email address	:	_____
Updated Mobile Number	:	_____
Date	:	_____

Signature: