

# PRIVACY NOTICE

The Metrobank Foundation, Inc. recognizes its responsibilities under the Data Privacy Act of 2012 (R.A. 10173). As such, we are committed to protecting the privacy of the individuals we encounter in conducting our business.

This Privacy Notice applies solely to information collected by our website </www.mbfoundation.org.ph>. It will notify you of the following:

- 1. What personal information is collected from you through this website, how it is used, and with whom it may be shared;
- 2. The security measures in place to prevent the misuse of your personal information;
- 3. The measures you can take concerning the use of your personal information in this website; and,
- 4. How you can correct any inaccuracies in your personal information found in this website.

# Information Collection, Use, and Sharing

We are the sole owners of the information collected from you on this website, such as your name and email address. We will not share your personal information to any third party outside of our organization without your written consent.

We may use your personal information to send you details about our corporate social responsibility programs and special events. Each time we send you a direct marketing communication, you may 'opt out' of receiving similar communications in the future by informing us through e-mail.

#### Security

We take precautions to protect your personal information. When you submit personal information via the website, your information is protected both online and offline.

The personal information we collect is encrypted and transmitted to us in a secure way. You can verify this by checking out the "lock" icon in the address bar and looking for "https" at the beginning of the web page address.

While we use encryption to protect personal information transmitted online, we also protect your information offline. Only employees who need the information for legitimate purposes are granted access to your personal information. The computers/servers in which we store personal information are kept in a secure environment.

# **Control Over Your Personal Information**

You may contact us anytime via email or phone for the following concerns:

- Know what personal information we have about you
- Change/correct any personal data we have about you
- Request to delete any personal information we have about you
- Express any concern you may have about the use of your personal information in this website

# **Contact Us**

If you think that your personal information was mishandled in terms of confidentiality or integrity, or if someone tampered with it without your consent, please do not hesitate to contact our Data Protection Officer through the following:

# **Data Protection Officer**

Metrobank Foundation 4/F Executive Offices, Metrobank Plaza Sen. Gil J. Puyat Avenue, 1200 Makati City Tel.: (63 2) 857 0679 Fax: (63 2) 818 5656 E-mail: <u>mbfi.dataprotection@metrobank.com.ph</u>