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## **MAQ PRIVACY POLICY**

We at MAQ respects the rights of data subjects under RA 10173 or the Data Privacy Act of 2012. Through this policy, which will be known as the “Data Privacy and Protection Policy”, MAQ operates in compliance with applicable laws on data privacy protection and data security, specifically, the Data Privacy Act of 2012 (“R.A. 10173”) of the Republic of the Philippines. This Data Privacy and Protection Policy reinforces compliance with the national law and its implementing rules and regulations.

This Data Privacy and Protection Policy applies to all MAQ sites and all its employees and is based on globally accepted principles on data protection.

Ensuring data protection is the foundation of trustworthy business relationships and the reputation of MAQ as a vendor, partner and employer. The Data Privacy and Protection Policy provides one of the necessary framework conditions for usage, collection, storage, control, and destruction of confidential personal information whether in electronic or physical form

### **Purpose of Processing Personal Data**

MAQ may process Personal Information and Data that is reasonably adequate for and relevant to the following applicable purposes:

1. For human resources and personnel management processes which may include recruitment, workforce planning, training and performance management, compensation and benefits, leave and benefits management, pay slip distribution, employee information and skill management, employee survey, exit interviews and processed record, and health and safety. In such a case, MAQ acts as a Personal Information Controller.
2. For Personal Data from personnel of suppliers and vendors, contributors, clients and prospects and visits. In such a case, MAQ also acts as a Personal Information Controller.
3. For business process execution and management processes which may include any activities or services done by MAQ on behalf of or for the client. In such a case, MAQ acts as a Personal Information Processor.

### **Rules To Follow While Processing Personal Data**



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Each MAQ Center Site and its employees, including its suppliers, in processing personal information/data must observe the following principles:

1. Personal information must be processed fairly and lawfully.
2. Processing should ensure data quality.
3. Personal Information must be processed with transparency. The data subject must be aware of the nature, purpose and extent of the processing of his or her personal data, including the risks involved, the identity of personal information controller, his or her rights as a data subject and how these can be exercised.
4. Personal Information must be processed for one or more, declared, specified and lawful purpose(s) and may not be processed incompatibly with those purposes. Further processing of the data for historical, statistical or scientific purposes shall not be considered incompatible.
5. The processing of Personal Data must be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purposes for which the data is processed.
6. Personal Information must be accurate and kept up to date in such a way as to give a true picture of the current situation of the data subject.
7. Any authorized further processing shall have adequate safeguards.
8. Personal Information must not be kept for longer than is necessary. Information shall be erased when they have ceased to be necessary or relevant for the purpose for which they were obtained or recorded.
9. Personal information shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public or prejudice the interests of the data subjects.
10. Appropriate technical and organizational measures must be taken against unauthorized or unlawful processing of Personal Information as well as against accidental loss, destruction of or damage to that information.
11. The collection of information by fraudulent, unfair or illicit means is prohibited

**Additional rules to follow when MAQ act as Data Controller**

MAQ, when acting as a Data Controller, must comply with the following additional requirements:

1. The registration requirement with the National Privacy Commission required by RA 10173.
2. Consent to process Personal Information must first be given by the Data Subject before collection, processing, or storage of any Personal Data, unless laid down



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otherwise by law. Every Data Subject must be informed of the purpose for which Personal Data is collected, stored, or processed;

3. MAQ shall provide the Data Subject with the identity and address of the Data Controller or his representative, if any; the purposes of the processing, the recipients or categories of recipients of the data, the existence of the right of access to and the right to rectify, erasure and objection the data concerning him/her.

### **Transfer of Data to Third Party Providers**

In all cases, MAQ do not transfer information to third parties. In the event that it does, we ensure that the transfer or processing of Personal Data is done with proper and reasonable security and protection. It is also ensured that the receiving entity or any third party provider provides the same adequate level of protection.

### **Retention of Data**

Storage of Personal Data by MAQ must be made in accordance with the following rules:

- a. The reasonable length of time a Personal Data is kept must be reviewed periodically.
- b. Such retention must conform to the purpose/s for which it was taken, and must not be kept after the purpose/s has/have been accomplished.
- c. All Personal Data must be deleted or anonymized in a secured manner ensuring protection from unlawful or wrongful access.
- d. Retained Personal Data must be accurate, archived and updated and it must be securely deleted once it goes out of date. It is the responsibility of the Data Subject to inform MAQ of any inaccuracy or update to his/her personal data. However, MAQ will exert commercially reasonable effort to maintain its database as accurate and updated as possible. Where MAQ shares Personal Data among its subsidiaries, those subsidiaries must agree what to do with such Personal Data once they no longer need to share the information.

### **Cooperation with Data Protection Authorities**

It is a duty for MAQ and employees to co-operate with and to respond diligently and appropriately to any inquiry or request made by appropriate local data protection



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authorities. Such request may include an audit inquiry or a request for MAQ to be audited, if deemed necessary, and to comply with the advice of Data Protection Authorities on any issue regarding these standards or compliance with privacy laws.

### **Other Important Information**

MAQ reserves the right to modify this privacy policy at any time. A current version of this policy will be maintained on MAQ's website.

### **Further Information**

If you have any queries or concerns about MAQ's privacy policy, please contact:

Name: Frankie G. Avila

Data Protection Officer

Contact Information

Office Address: Block 56 Lot 62 Purok 2 Manalo St. Upper Bicutan Taguig City

Email Address: [frankie.avila@magresearchinc.com](mailto:frankie.avila@magresearchinc.com)

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