



# ANCHOR INSURANCE BROKERAGE CORPORATION

## DATA PRIVACY STATEMENT

Last Modified: Jun 11, 2020

Anchor Insurance Brokerage Corporation (“AIBC” or “We”) respect your privacy and will keep secure and confidential all personal and sensitive information that you may provide to AIBC, and/or those that AIBC may collect from you.

This privacy statement (“Statement”) provides for the Personal Data we obtain, or which you may provide through electronic mail, SMC Intranet and/or courier, as well as the standards we observe in collecting, using, processing, keeping, sharing, disclosing, transferring, securing and disposing of Personal Data.

Please read this Statement carefully to understand how We treat Personal Data. We may update this Statement from time to time to reflect change(s) in the law and/or our internal standards. When We do so, We will notify you through electronic mail, posting in the SMC Intranet and/or courier for your information and reference. By providing your Personal Data, you expressly acknowledge that you have read, understood and hereby agree to all of the terms of this Statement and that you provide consent for us to:

- Process Personal Data, as provided under applicable laws, regulations and our policies, for our, service providers and other authorized third parties
- Make Personal Data available for our subsidiaries and affiliates, contractors, service providers and other third parties.

### Personal Data We Collect and Process

In connection with your accounts and transactions with, and relevant services and products offered by AIBC, We need to and/or require to Process the Personal Data of Data Subjects that you shall provide, including:

- Personal information such as employee name, employee number, birthdate, employee civil status, name of dependent(s), birthdate of dependents, civil status of dependents
- Contact information such as home address, office address, phone numbers and mobile numbers;
- Such other information as it may deem reasonably necessary in order to accomplish the above-mentioned purpose.

If you do not provide any or all of the above Personal Data accurately, We may not be able to process your request.

Any additional Personal Data that you may provide through your correspondence(s) with AIBC in connection with your application shall also be considered and treated as Personal Data.

### What We Do with Personal Data

Upon receiving your concerns and the accompanying Personal Data identifying you, AIBC will forward the Personal Data with its duly authorized Insurance Provider for evaluation and approval of your application for insurance coverage.

### Retention of Personal Data

AIBC shall retain and secure all Personal Data for a maximum period of five (5) years counted from the date you provide it to AIBC.

### Disclosure and Sharing of Personal Data

We may disclose and share Personal Data, subject to compliance with applicable laws and regulations and regulations, on a need to know basis, and in all cases only for legitimate business purposes, as follows:

- To insurance service providers, and to other third parties We engage to support our business, and who are bound by contractual obligations to keep Personal Data secure and confidential, and use it only for the purposes for which We disclose it to them;
- To government and law enforcement agencies, stock exchanges to comply with applicable orders, laws and regulations;
- To other stakeholders, including our employees, officers, and internal auditors, on a need to know basis and when necessary to conduct investigations of breaches of SMC’s internal policies, laws and regulations, enforce appropriate sanction/s, pursue legal actions if necessary or if We believe disclosure is necessary or appropriate to protect the rights, property, or safety of AIBC, our affiliates, officers, employees, customers, or other third parties.

### Accessing and Correcting Your Personal Data

You are entitled to certain rights in relation to the Personal Data, including the right to be informed of the processing of your Personal Data, to object to such processing, to access and correct your Personal Data, to request deletion thereof, and to lodge a complaint before the National Privacy Commission in case of violation of your rights as Data Subject.

You may call or send us an email to request access to, correct and/or delete any Personal Data that you have provided to us. Please be advised, however, that We cannot delete your Personal Data without us restricting or removing our ability to effectively execute your transactions with, and relevant services and products offered to and through AIBC. We may not accommodate a request to correct and/or delete Personal Data if We believe the same would violate any law or legal requirement or cause the Personal Data to be incorrect.

### Security of Personal Data

We have implemented technical, organizational, and physical measures designed to protect the confidentiality, integrity and availability of Personal Data and secure such from unauthorized destruction, access, alteration, disclosure, fraudulent misuse and/or any other unlawful processing, as well as other natural and human dangers.

### Contact Information

Should you have any questions and/or concerns regarding this Statement, AIBC’s use of your Personal Data, or your rights in relation thereto under the Data Privacy Act of 2012, please do not hesitate to contact the AIBC Data Protection Officer at the following: [dpo@aibc.sanmiguel.com.ph](mailto:dpo@aibc.sanmiguel.com.ph) and (+632) 8689-5505.

## A SUBSIDIARY OF SAN MIGUEL CORPORATION

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