

## PRIVACY POLICY AND NOTICE

We, at One Commerce (Int'l) Corporation respects all data subjects' privacy and shall process their personal information and sensitive personal information (collectively referred to as "personal data") in accordance with RA 10173: Data Privacy Act of the Philippines and apply appropriate security measures and protocols that provide adequate protection to all the collected data subjects' personal data.

This Privacy Policy sets out how One Commerce collects, uses, processes, maintains, secures, and shares personal data provided by the data subjects. One Commerce may update this Policy from time to time to reflect changes under the law, government rules and regulations, and the company's internal policies and standards to better protect data subjects' personal information and privacy. Any changes in the Policy will be reflected in the website.

### What Do Data Subjects Consent To?

By accessing One Commerce's website and/or providing personal data, data subjects expressly acknowledge that they have read, understood, agreed, and consented to this Policy and that they consent and authorize One Commerce to do the following:

1. To collect, record, organize, store, update, modify, retrieve, consult, use, consolidate, block, erase, destroy, or otherwise process the data subject's sensitive personal information for the following purposes:
  - a. For employment purposes and incidents of employment, including performance evaluations, administrative matters, and other HR related matters;
  - b. For partnership, joint venture, sale, importation, distribution, or any other instance of business cooperation with One Commerce;
  - c. To execute and implement contracts and agreements;
  - d. To carry out any of One Commerce's legitimate business activities and interests, such as participation in public or private bids, accreditation, registration and compliance with regulatory bodies, evaluations to be conducted by One Commerce's clients, and other legitimate business activity;
  - e. To respond to the data subjects' inquiries and fulfil their requests;
  - f. To send the data subject important information regarding its relationship with One Commerce, the company website, changes to its Policy, and other information;
  - g. For business purposes, such as but not limited to data analysis, audit, developing new products, enhancing the company website, improving its

- products and services, identifying website usage trends, personalizing website user experience through personalized content, and data processing to determine the effectiveness of the company's promotional campaigns.
- h. To comply with orders of the courts, government agencies, regulatory bodies, and all applicable laws and regulations;
  - i. To allow One Commerce to protect its rights and properties and ensure safety for its partners, stakeholders, officers, employees;
  - j. To carry out investigations relating to breaches of its internal policies and regulations.

### **What do we collect and process?**

Through the forms available and chat assistant on our website, the personal data which One Commerce may process includes, but not limited to:

- a. Name
- b. Age
- c. Contact information including email address, delivery address, telephone number, mobile number
- d. Gender
- e. CV/Resume

### **When Do We Collect Personal Data?**

One Commerce collects personal data when the data subject:

- a. Attends or participates in any of the Company's events or programs;
- b. Subscribes to newsletter;
- c. Applies for a job through One Commerce's online platform or by visiting its office;
- d. Enters into any contract with One Commerce or otherwise communicates or interacts with One Commerce;
- e. Visits One Commerce's website;
- f. Contacts One Commerce by sending an inquiry, leaving a comment, or leaving feedback on the website;
- g. Does any transaction through the website, including but not limited to subscribing for information on the company or its products and services, participate in any of One Commerce's online activities, social media initiatives, customer service inquiries, on-ground activations, events, etc.

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## What Do We Do with Personal Data?

One Commerce may use and process personal data for the following purposes:

- a. For employment purposes and incidents of employment, including performance evaluations, administrative matters, and other HR related matters;
- b. For partnerships, joint ventures, sale, importation, distribution, or any other instance of business cooperation with One Commerce;
- c. To execute and implement contracts and agreements;
- d. To carry out any of One Commerce's legitimate business activities and interests, such as participation in public or private bids, accreditation, registration and compliance with regulatory bodies, evaluations to be conducted by One Commerce's clients, and other legitimate business activity;
- e. To respond to the data subjects' inquiries and fulfil their requests;
- f. To send the data subject important information regarding its relationship with One Commerce, the company website, changes to its Policy, and other information; and
- g. For business purposes, such as but not limited to data analysis, audit, development of new products, improvement of existing products and services, enhancement the company website, identify website visitor demographics, personalize website user experience through personalized content, and data processing to determine the effectiveness of the company's promotional campaigns.
- h. To comply with orders of the courts, government agencies, regulatory bodies, and all applicable laws and regulations;
- i. To allow One Commerce to protect its rights and properties and ensure safety for its partners, stakeholders, officers, employees;

## How do we protect your Personal Data?

One Commerce implements the appropriate technical, organizational, and physical measures designed to protect the confidentiality, integrity, and availability of all its data subjects' personal data and to ensure that data processing is done in a safe and secure manner.

## How Data Subjects Can Access or Correct Their Personal Data?

Data Subjects are entitled to all applicable rights under the law, including the right to access and correct personal data provided by the data subject. Data subjects may request for the copy of the personal data they provided and review, correct, update, or delete their personal data by emailing [info@onecommerce.com.ph](mailto:info@onecommerce.com.ph) or [dpo@onecommerce.com.ph](mailto:dpo@onecommerce.com.ph).

## **How Long Does One Commerce Retain your Personal Data?**

Personal data will be retained for a period of ten (10) years from the date the consent was given, or for a period necessary for the fulfilment of the purposes for which the data was obtained, unless the data subject asks for a shorter period.

The data subject's personal data shall be securely and permanently deleted after the retention period, and/or cessation of the business transaction, employment, or other contractual or legal relation with One Commerce or upon submission of a written revocation of the data subject's consent, whichever is earlier.

## **To whom do we disclose personal information?**

- a. Authorized third party partners/service providers of One Commerce.
- b. Authorized One Commerce employees such as but not limited to Sales, Business Development and Marketing, Human Resources, Procurement and applicable Technical departments.
- c. As applicable, external professional advisors and auditors of One Commerce.
- d. Affiliates and subsidiaries of One Commerce.

## **Third Party Websites and Other Tracking Technologies**

Some content or applications, including advertisements, on the website are served, produced, operated, or sourced from third-parties, including advertisers, ad networks and servers, content providers, and application providers. These third parties may use cookies (alone or in conjunction with web beacons or other tracking technologies) to collect information about the data subject when the website is used.

Third parties may collect information about your online activities over time and across different websites and other online services, and information collected may include personal data. Third parties will use this information to provide data subjects with interest-based (behavioural) advertising or other targeted content.

One Commerce does not control these third-party tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, the data subject should contact the responsible provider directly.

## **Damages and Filing a complaint**

The data subject shall be indemnified for any damages sustained due to false, unlawfully obtained or unauthorized use of personal data.

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## Contacting Us

For any questions or concerns regarding personal data and this Policy, the data subject may contact One Commerce's Data Protection Officer with the following contact details:

Title/Designation:	Data Protection Officer
Corporate Office Address:	My Sagittarius Place, Blk. 243, Lot 11 Calderon Street, Addition Hills, Mandaluyong City, Metro Manila, Philippines 1550
Telephone Number:	+632-988-4000 (Loc. 118)
Email Address:	dpo@onecommerce.com.ph