



## DATA PRIVACY NOTICE AND CONSENT FORM

Dear Colleagues,

Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA) sets out principles in processing<sup>1</sup> data, including employees' personal data. One of the ways in which the Bank can comply with these principles is through this notice and consent form.

In general, the processing of your personal data is indispensable in your employment, and thus, does not require your consent. The DPA nonetheless mandates the Bank to inform you of the data we collect about you and the ways we process and protect these data.

There are also instances when the Bank shares your data with third parties for legitimate purposes (e.g., background investigation).

### **Personal information we collect and keep**

We collect, use and keep your personal information, which include but are not limited, to the following:

- Name, age, date of birth;
- Address and contact details
- Civil status
- Educational background;
- Employment history;
- Details of salary and benefits;
- Performance appraisals and reviews; and
- Credit history and relevant financial information.

We collected this information directly from you, from service providers and other third parties, during your job application and in the course of your employment with the Bank. We use this information for personnel administration and general business management purposes, which include, but are not limited to, the following:

- administer payroll and employee benefits;
- facilitate the management of work and employees;
- operate performance and salary reviews;
- operate the Bank's IT and communications systems; and
- comply with record keeping and other legal and contractual obligations.

### **Sensitive personal information we collect and keep**

The Bank also processes information relating to your health, which is considered as sensitive personal information under the DPA. These include, but are not limited to:

- records of sick leaves and medical certificates;
- pre-employment, annual and executive check-up medical reports;

We keep your medical records to administer Bank policies on health benefits, monitor and manage sickness absence and comply with our statutory obligations.

<sup>1</sup>

Processing includes the collection, use, sharing, retention and disposal of information.



**With whom your data is shared**

*Sharing with the government*

To comply with its legal and regulatory duties, the Bank submits required information to the Bangko Sentral ng Pilipinas, Bureau of Internal Revenue, Securities and Exchange Commission, and other government agencies.

*Sharing with third parties*

In the course of its operations, the Bank may share certain information about you with third parties like auditing firms, service providers, and other financial institutions, for legitimate purposes such as but not limited to external audit, correspondent banking, security and other services. The Bank ensures that only the required minimum data is shared and only with entities that can demonstrate sufficient organizational, technical and physical security measures.

*How we secure your personal data*

Your personal data is stored in secured databases managed by the Bank's Information Technology Shared Services Group. The Bank has appropriate physical, technical and organizational security measures which ensure the confidentiality of your information. These measures will be reviewed over time and upgraded in line with technological developments and regulatory requirements.

From time to time, we will ask you to review and update the personal information we hold about you.

**You may personally check and update your data or contact your DPO and HRG**

You may check and update your personal data in the Bank's HR system, MyHRIS, by entering the following commands that will take you to the respective forms:

- Contact details
- Employment details (not editable by employee)
- Employee details (not editable by employee)
- Family details
- Education details
- Emergency Contact Details

You may email the Bank's Data Protection Officer ([dataprivacy@rcbc.com](mailto:dataprivacy@rcbc.com)) if you have questions about the DPA. You may request for a copy of your personal documents by emailing Ms. Mylene de Jesus ([cmddejesus@rcbc.com](mailto:cmddejesus@rcbc.com)), Head of the Benefits Section, Human Resources Group. Your right to ask for a copy is subject to the exceptions contained in the DPA.

**RCBC EMPLOYEE CONSENT**

I acknowledge that I have read and understood the RCBC Data Privacy Employee Notice. I agree to the processing of my personal data in accordance with the Data Privacy Policy of the Bank.

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**SIGNATURE OVER PRINTED NAME**

\_\_\_\_\_  
**DATE**