



BOT LEASE AND FINANCE PHILIPPINES, INC.

an affiliate of
BOT LEASE CO., LTD.

9th Floor Oledan Square 6788 Ayala
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Privacy Notice

[Data Privacy Act of 2012]

BOT Lease and Finance Philippines Inc., (BOTLFP) values the privacy, confidentiality, and integrity of data you have entrusted us. Our privacy policy values and protects your personal information under the Data Privacy Act of 2012 and its implementing rules and regulations (collectively referred to as “DPA Laws”) as well as under applicable privacy laws and regulations. Personal information means any information or data that can be used to distinguish or identify you. This Notice tells you how we will collect and use the personal information you share with us. It also tells you what steps you can take if you want us to change how we use your personal data, or if you want us to stop using your personal data.

Why we collect your personal information?

Your Personal Data will be collected and/or used for any of the following purposes:

- (a) Implementation of your relevant Loan/Lease application and/or transaction;
- (b) Conduct of credit checks relevant to your Loan/Lease application;
- (c) Enforcement of your obligations under the aforesaid Loan/Lease transaction, including without limitation, the collection of amounts outstanding from you if applicable;
- (d) Compliance with the applicable laws and regulations binding on the BOTLFP;
- (e) Any other purpose relating to any of the foregoing purposes

What type of information we collect?

Primarily, BOTLFP collects information as may be necessary to process your requirements for your Loan/Lease application and/or transaction. This includes information such as:

- (a) Basic personal information such as your name, email address, personal residence, office address and contact number
- (b) Sensitive personal information such as your Government Issued ID No. (Driver’s License, Passport, TIN, etc.) and its corresponding expiration date, company name, and position, as well as copies thereof.

Please note that you are responsible for ensuring that all such personal and sensitive information you submit in your Loan/Lease application is accurate, complete and up-to-date.

How you can access, correct and update the personal information we have about you?

You may request BOTLFP by a written letter or email to the Data Privacy Officer (DPO) to exercise your rights under applicable privacy laws and regulations which include right to access, modify, erasure and object to processing your personal data within a reasonable time after such request.

The contact details are as follows:

BOTLFP Data Privacy Officer

Office address: 9th Floor Oledan Square 6788 Ayala Avenue,

Brgy. San Lorenzo, Makati City

Mobile number: 09178739798

Email address: dataprivacy@botlfp.com

BOTLFP's decision to provide such access or consider any request for correction, erasure and objection to process of the personal data as it appears in BOTLFP's records is subject always to any exceptions under applicable laws and regulations and subject to any reasonable procedure or process which BOTLFP may prescribe.

BOTLFP shall generally not impose a charge to cover the cost of verifying a request for information and locating, retrieving, reviewing and copying any material requested.

Who we share your information with?

The personal information you share with BOTLFP shall be shared with and processed by any related company or affiliate of the Mitsubishi UFJ Financial Group (MUFJ) / BOT Lease Co. Ltd., for declared purposes above and for other valid/legal grounds and for legitimate business interests as contemplated in the DPA Laws and other applicable privacy laws and regulations. As a general rule, we are not allowed to share your data to third party or outside of BOTLFP except in limited circumstances as noted below.

You authorize BOTLFP to disclose your information to accredited/affiliated third parties or independent/non-affiliated third parties, whether local or foreign in the following circumstances:

- (a) As necessary for the proper execution of processes related to the declared purpose
- (b) The use or disclosure is reasonably necessary, required or authorized by or under law

This means we might provide information to the following:

- (a) BOTLFP's partner companies, organizations, or agencies including their sub-contractors or prospective business partners that act as our service providers and contractors in connection with the operation of its businesses.
- (b) Law enforcement and government agencies including any person to whom BOTLFP is under an obligation to make disclosure under the requirements of any law and regulations binding on BOTLFP.
- (c) Any financial institution with which you have or proposes to have dealings.
- (d) All third parties with which we share this information are required to use your personal information in a manner that is consistent with this policy

How we protect your information?

BOTLFP will take reasonable steps to make sure that your personal information we collect, use or disclose are accurate, complete, and up-to-date. We strictly enforce our privacy policy within the company and implement technological, organizational, and physical security measures to protect your information from loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction. We put in effect safeguards such as:

- (a) We keep and protect your information using a secured server behind a firewall, deploying encryption on computing devices and physical security controls.
- (b) We restrict access to your information only to qualified and authorized personnel who hold your information with strict confidentiality.

How long we keep your data?

The data will be kept generally after ten (10) years from termination of your Loan/Lease transaction, unless you request your data to be deleted in our database and hard copies immediately. Once deleted, the data will be completely removed from all storage location.