



COMMUNITY ECONOMIC VENTURES, (A Microfinance NGO) INC.

“People Experiencing Fullness of Life”

DATA PRIVACY STATEMENT¹

1. Introduction

1.1 The website <https://www.cevi.org.ph/> (the “Website”), or any related website incorporating the subdomain [cevi.org.ph](https://www.cevi.org.ph/), are owned and operated by Community Economic Ventures, (A Microfinance NGO) Inc. (“CEVI”, “us”, “we”), a non-stock, non-profit Microfinance non-government organization, registered with the Securities and Exchange Commission (SEC Reg. No. C200000856) and accredited with the Microfinance NGO Regulatory Council (MNRC Accreditation No. 0006-22), with principal office at Miriam Building, Espuelas Street, Cogon, Tagbilaran City, Bohol.

1.2 We are committed to protecting your privacy and will only use the information that we collect as permitted by law, with appropriate mechanisms and measures to protect your personal data, including personal information and sensitive personal information. Our Privacy Statement assures our clients, employees and other stakeholders that CEVI complies with data privacy and protection standards set by Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012”.

1.3 Please read the following carefully to understand our practices regarding your personal data and how we will treat it. By using our website or providing us with your personal information you agree to your personal information being used and stored in the manner set out in this notice. We may update this notice from time to time without notice to you, so please check it regularly.

2. How we collect information about you

2.1 Your personal information may be collected, directly or indirectly, through any of the following means:

- Our use of cookies (please see the Cookies section below);
- Forms, agreements and other similar or related documents you submitted;
- When accessing CEVI’s services;
- When participating in surveys and assessments;
- Footage from our CCTV cameras;
- You contact us with inquiries or other correspondence (including via social media);
- You apply for a job with us or become an employee or provide services via an agency or provide consultancy services directly to us;
- Personal Information may also be obtained from third parties and other sources which have obtained your prior consent for disclosure or when CEVI is legally allowed to acquire such information.

2.2 If you interact with us in one of the ways listed above, we may collect and process personal information about you such as:

- Your name, address, email address, telephone/mobile number, age, date and place of birth, gender, and civil status;
- Educational Background
- Employment History
- Financial Background
- Specimen Signature
- Transcript of Records
- Permits, Licenses & Registrations

¹ Approved by CEVI Board of Trustees on October 14, 2022 BOT Meeting.

2.3 We may also collect sensitive personal information about you, such as government-issued personal numbers including SSS, TIN, Pag-ibig and Philhealth, tax returns, and medical results.

3. Why and how do we use your information and on what basis

3.1 The National Privacy Commission provides a legal list of rules for companies (like Community Economic Ventures, (A Microfinance NGO) Inc.) to regulate the collection, handling, and disposal of all personal information.

CEVI will only process your data under one of the following bases:

- Contract (usually our HR and employee data)
- Consent (where you have given specific, written, electronic or recorded permission to process your data)
- Legitimate Interest (where consent is unnecessary and our processing is considered expected and non-intrusive)

3.2 CEVI will process your personal information for one or more of the following purposes:

- Evaluate, approve, provide, or manage applications, financial products and services, and other transactions that the client has requested;
- Ease of contacting/communicating with clients;
- Comply with know-your-customer information requirements;
- Conduct credit and background checks;
- Evaluate client's eligibility for CEVI's products and services;
- Provide extensive and quality support to the client;
- For internal purposes, such as administrative, operational, audit, credit and risk management;
- For marketing purposes, to provide you with information about us, and any other information, products, activities or services that we provide or provide access to;
- Comply with its reporting obligation to government authorities under applicable laws, rules and regulations.
- To engage the services of third-party service providers for purposes of research, product/program developments and publications.
- To ensure that content from our website is presented in the most effective manner for you and for your computer/mobile device.

3.3 Where the law allows us to do so, in order to improve the quality and accuracy of the information you have provided to us, we regularly check the accuracy of the data we already hold about you (such as your contact number, email address or address) against external data lists which are in the public domain. We may also use third parties to check this on our behalf. We will only check the accuracy of the existing information we hold. If, for example, you have not provided us with a contact number, we will not obtain a contact number for you and use it to contact you. If we obtain updated details, we would combine this with the information we currently hold about you.

4. How we process your personal data

4.1 Processing refers to the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of personal information. If necessary for the efficient delivery of CEVI's products and services, the processing of personal data may be outsourced to third party service providers subject to compliance with this Statement and the provisions of the Data Privacy Act and its Implementing Rules and Regulations.

4.2 CEVI shall collect personal information through, but not limited to, any of the following:

- Face-to-face and/or telephone conversation with CEVI personnel
- Accomplishment and/or signing of forms/documents
- Online platforms

4.3 Your personal information may be used as is or further processed solely for the purpose of performing our obligations and responsibilities to our clients.

5. Where is your information stored

5.1 The information we collect from you may be transferred to and stored at a destination outside the CEVI Head Office (e.g. CEVI branches and units. It may also be processed by persons operating outside CEVI). By submitting your details you agree to this use of your data.

5.2 Payments through money remittance centers are managed by third party agencies (e.g. Palawan Express Pera Padala, M Lhuillier Kwarto Padala). They do have their own policies on data protection and privacy. It is a good idea to check their privacy notice when you provide your information to them to fully understand how they will process your data and may share it with others.

5.3 Transactions are with password which enables you to only access secure parts of our site. You are responsible for keeping the password confidential. We ask you not to share a password with anyone.

5.4 The transmission of information via the internet is not completely secure (though note that online payment transactions are securely encrypted). Although we will do our best to protect your personal data, any transmission is at your own risk. Once we have received your information from payment portals, we will use strict procedures and security features to try to prevent unauthorized access.

6. How long do we keep your data

6.1 We will keep the information you willingly provided only for as long as necessary as prescribed by any/all regulatory body for the fulfillment of the purposes for which it was obtained, or for the establishment, exercise or defense of legal claims, for legitimate business purposes or as provided for by law. Your data will only be deleted on one of the following occurrences:

- Deletion of your personal information by you
- Receipt of a written request by you to us

7. Who has access to your information / who we share your data with

7.1 We may allow our staff, and/or external providers acting on our behalf to access and use your information to the extent necessary for the purposes for which you have provided it to us (e.g. to deliver mailings, analyze data and to process payments) to credit information bureaus, or to government authorities under applicable laws, rules and regulations.

We will only provide them with the information they need to deliver the relevant service. We will ensure your information is transferred securely and treated with the same diligence as if we were handling it directly.

7.2 We do not sell your data to third parties for the purposes of marketing. In other cases, we will not share your personal data with third parties except in accordance with this privacy notice or when we have your permission.

7.3 We may disclose your information to other organizations and agencies if we are under a duty to disclose or share it in order to comply with any legal obligation, or in order to enforce or apply any agreements; or to protect the rights, property or safety of us or others.

8. How we safeguard your personal information

In accordance with the Data Privacy Act, CEVI, its employees and representatives, shall handle personal information with utmost care and adhere to appropriate organizational, physical, and technical measures to maintain the confidentiality, integrity and security of all personal information in its possession.

9. Your rights

9.1 We take your data rights seriously. The National Privacy Commission implement RA10173, effective in the Philippines affords you the following rights:

1. The right to be informed
2. The right to access
3. The right to object

4. The right to erasure or blocking
5. The right to damages
6. The right to file a complaint
7. The right to rectify
8. The right to data portability

For more information on these rights please read the relevant guidance issued by the National Privacy Commission: <https://www.privacy.gov.ph/know-your-rights/>

9.2 You can exercise your data protection rights in the following ways:

1. Email us at **dpo@cevi.org.ph** to send your request.
2. You can send postal mail to the following address: **Miriam Building, Espuelas Street, Cogon, Tagbilaran City, Bohol**
3. You can call us through this telephone number: **(038) 501-8925**

9.3 In the event of exercising your data rights we will require suitable identification such as a copy of any of your valid government issued ID.

9.4 If you are unhappy with the way we have processed your personal data, please message us using the contact details set out in clause 9.2 of this privacy notice. If you remain unhappy with how your complaint is dealt with, you can contact the National Privacy Commission or click this link: <https://www.privacy.gov.ph/complaints-assisted/>. Alternatively, you are entitled to make a complaint to the information to NTC without first referring your complaint to us

10. Changes to our privacy notice

10.1 We reserve the right to make changes to this privacy notice without advance notice. Notice of these changes to this notice will be posted to the homepage for this website (www.cevi.org.ph) for a period of three days.

11. Cookies Policy

11.1. What are cookies

Like most websites, we use cookies. Cookies are tiny pieces of data saved on your computer or mobile device. There are several types of cookie and they each have different functions or uses.

11. 2. How do we use cookies

11.2.1 We use the following types of cookies:

1. **Essential cookies** – these are required for the operation of our website and include, e.g. to enable you to log in to the secure area, ‘My Sponsorship’, of the website or make use of e-payment services.
2. **Analytic/performance cookies** – these allow us to recognize and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
3. **Functionality cookies** – these are used to recognize you when you return to our website. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language).
4. **Targeting cookies** – these cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

11.3. Third party websites and social networks

11.3.1 If you click on a hyperlink from our website to any third-party websites (e.g. if you ‘share’ content from our website with friends or colleagues on social media), you may be sent cookies from these third party websites. They will do so pursuant to their own policies on privacy and cookies. It’s a good idea to check their privacy policies to fully understand their use of cookies.

11.4. Disabling cookies

11.4.1 By using our website, you consent to our use of cookies as updated from time to time and the cookies we use will be stored on your device (unless rejected or disabled by your browser).

11.4.2 Internet browsers normally accept cookies by default. However, it is possible to set an internet browser to reject cookies. If you do not accept our use of cookies as set out in this notice, please set your internet browser to reject cookies. This may impair your ability to use our website so that some features may not work.

11.5. Changes to this notice and further information

11.5.1 We may update our use of cookies, and this notice, from time to time, so please check this notice regularly.

11.5.2 You can find out more about cookies generally and how to disable them at www.allaboutcookies.org.

xxx nothing follows xxx