



CLARK ELECTRIC DISTRIBUTION CORPORATION

**PURCHASING DEPARTMENT
CEDC-PUR-CNF**

Consent Statement

I, _____ of legal age, hereby give consent/or was authorized to give consent to Clark Electric Distribution Corporation (CEDC) to collect, process, share, retain and disclose (as provided under applicable confidentiality and data privacy laws of the Philippines including any subsequent amendments or issuances in relation thereto) of any data or information, whether personal, sensitive, privileged or otherwise, which was disclosed to CEDC in connection with the contract of services dated _____, for legitimate purposes, including but not limited to, the conduct of its business operations, processing of vendor accreditations, and other transactions in connection with the performance of the services subject of the contract/agreement. I further consent/or was authorized to give consent to the sharing and disclosure (and incidentally, their collection, processing, retention and disclosure), of such data and information (whether personal, sensitive, privileged or otherwise) by CEDC to its offices, branches, subsidiaries, affiliates, government agencies and private regulatory organizations and other financial institutions and for purposes reasonably required by CEDC and as required by law. I will notify CEDC in writing if I do not consent to the sharing of the said data or information with its representative offices, subsidiaries, affiliates and agents or other persons or entities that CEDC may reasonably select.

I am fully aware that the collection, processing, sharing, retention, and disclosure of the data or information is in accordance with CEDC's Privacy Policy, the Data Privacy Act, its implementing rules and regulations, and other applicable laws and regulations. I further acknowledge my right to information, access, correction, rectification, erasure of the said data or information (personal, sensitive, privileged or otherwise) under the Data Privacy Act.

By signing this Consent Statement, I hereby declare that: (i) I have read and fully understood CEDC's Privacy Policy, which has been made available and accessible to me; (ii) I have voluntarily and knowingly given and/or submitted my personal data or information to CEDC; and (iii) I have knowingly and voluntarily executed this Consent Statement.

This Consent Statement shall have force and effect during the period/term of the contract of services dated _____, subject to the retention limits on data and information set by applicable laws and regulations.

Signature over Printed Name

Date



Clark Electric Distribution Corporation

Privacy Notice

This serves as Clark Electric's notice to all data subjects of its privacy procedures and practices which it ensures to be consistent with the data privacy principles of transparency, legitimate purpose and proportionality under the Data Privacy Act of 2012 (DPA) and its Implementing Rules and Regulations.

Clark Electric is committed to ensuring that data subject's personal data is protected from collection to disposal.

In this Policy, the term "We" or "Us" refers to Clark Electric, which is the Personal Information Controller (PIC) with respect to the personal data specified as follows.

WHAT WE COLLECT

We collect your personal data in the course of, or incidental to the conduct of, our business with you. These data include any other information you voluntarily provide for any legitimate purpose declared at point of collection as well as those we collect from publicly available sources, and from third parties and from other sources where the disclosure was subject of a separate consent or was otherwise lawfully permitted. The following are examples of these personal data.

1. Information you submit to CEDC in your application for accreditation, use of supply chain application system, and/or processing of payments, such as your name, tax identification number, address, contact details, educational attainment, work experience and banking information;
2. Information we collect and maintain about you and your employees in relation to the preparation, execution, or fulfilment of your contract with us;
3. Information that your employees submit to have access to, or perform your services or deliver your products within, the premises of the Company.

WHAT WE DO WITH THE INFORMATION WE GATHER

We store, process, and/or analyze the personal data collected for certain legitimate purpose, related or incidental to the conduct of our business. Specifically, we may store, process, and/or analyze your personal data for the following and any other legitimate purposes:

1. ***To establish our business relationship or consultancy engagement.***
We process your personal data to evaluate your application for accreditation or as basis for our engagement.
2. ***To conduct business with you.***
We process your data to enforce our legal and contractual obligations including evaluating or auditing the provision of goods and/or services you provide, and facilitating the payment of your

invoices in various payment methods (i.e., Fund Transfer, Corporate Check, Outsourced Check); informing you of our requirements, programs, or advisories; and responding to your questions, comments, and feedback by letter, e-mail, telephone, or other media for internal administrative purposes, such as auditing, data analysis, and database records management. Your data may also be processed to comply with statutory, legal, and regulatory requirements related to our business.

3. ***To maintain your account with us.***

We maintain and update your vendor account information and establish details of your authorized contact persons for the goods and/or services you provide.

DATA DISCLOSURE

We restrict the disclosure and processing of your personal data to our employees, trainees, authorized representatives, consultants, contractors, business partners, and government entities, on a need-to-know basis to carry out their responsibilities in relation to the conduct of our business.

- **Employees, Authorized Representatives, Trainees, and Consultants**

We ensure that our employees and trainees commit to observe the privacy policies of the Company. We require our Authorized Representatives and Consultants to sign a Non-Disclosure Agreement (NDA), to ensure that they process your data confidentially in a manner consistent with the purpose of their employment or engagement.

- **Government entities**

Your information may also be disclosed to government entities pursuant to and in compliance with applicable laws and regulations, subpoena or court order.

DATA SHARING

Unless you provide specific consent or except in instances allowed under the DPA, we will not:

- Share your personal data with our business partners and other third parties for their own commercial purpose or benefit;
- Use your personal data to enable third-party targeted advertisements which are not related to our business.

In case data sharing is allowed, we shall ensure the protection of your data through appropriate Data Sharing Agreements and commit to give you prior notice to any such transfer and processing of your data.

INFORMATION SECURITY

We are committed to ensure the integrity, confidentiality, availability, and security of your information. We implement reasonable organizational, physical, and technical security measures in collecting, processing, transmitting, storing, and disposing your personal data such as using secure servers, firewalls and security controls and ensuring regular conduct of audit and testing of our security protocols.

PERSONAL DATA RETENTION AND DISPOSAL

We keep your personal data only for as long as necessary:

1. for the fulfillment of the declared, specified, and legitimate purposes provided above, or when the processing relevant to the purpose has been completed or terminated;
2. for the establishment, exercise, or defense of legal claims; or
3. for other business purposes, that are consistent with standards established or approved by regulatory agencies governing CEDC.

Thereafter, your personal data shall be disposed of or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public.

CONTROLLING YOUR PERSONAL INFORMATION

You may request for a copy of your personal information in our possession, or have it corrected if you believe that it is inaccurate or incomplete.

If you wish to request for a copy of your personal data, or have it corrected or deleted, or to exercise your rights as data subjects, please reach out to us through the following contact information:

E-mail: dataprivacyofficer@clarkelectric.ph

Tel. No.: 045 599 3146

Office: N2830 Bayanihan St., Clark Freeport Zone, Philippines

FEEDBACK ON OUR PRIVACY NOTICE

Please contact us through:

Atty. Francis Euston R. Acero

Data Protection Officer

Tel. No.: 045 599 3146

E-mail: dataprivacyofficer@clarkelectric.ph

Office: N2830 Bayanihan St., Clark Freeport Zone, Philippines

CHANGES TO POLICY

From time to time, we may update our privacy policy to comply with applicable laws, rules, and regulations (e.g., changes to the DPA and its IRR, new issuances from the NPC) to reflect any changes to the foregoing, to align with industry practices, or for other legitimate purpose.