

DATA PRIVACY NOTICE

Chamber of Customs Brokers, Inc. or "CCBI," a corporation organized and existing under, and by virtue of, the laws of the Republic of the Philippines, with principal office address Room 211 Cityland Manila Executive Regency, Jorge Bocobo St., Ermita, Manila, Philippines, is committed to protecting your privacy. This Privacy Notice ("Privacy Notice") applies to and governs data collection, recording, updating, modification or correcting, usage, sharing, storage, retention and destruction or disposition (collectively, "data processing") by CCBI in the websites owned and/or operated by CCBI. Your use of www.ccbi.com.ph constitutes your agreement to this Privacy Notice.

CCBI shall comply with its obligations on data privacy, as specified in Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", its implementing rules and regulations, and all other relevant data privacy laws.

DATA COLLECTION

To access and/or use CCBI applications, in the creation, registration or maintenance of a user account specific to you, CCBI may ask you to provide certain contact and personal identifiable details, such as, but not limited to, your name, e-mail, home, work or some other address, telephone numbers (landline or mobile).

CCBI may also collect additional information as required for processing of registration by the government agencies which accredited CCBI as one of their accredited organizations.

DATA USAGE

We will use the information you provided us for the following purposes:

Access to Our Services

To provide you with access to the services you availed/registered in our website.

Marketing, Promotions, and Surveys

CCBI, upon your consent, uses your personal data to inform you of other products or services available from CCBI. Thus, CCBI may contact you for any or all of the purposes below:

- a. to market, promote and advertise our products, services, events, initiatives and activities;
- b. to customize our advertising, promotional and marketing activities;
- c. to conduct research, survey(participation is optional) and perform statistical analyses of user behavior in order to measure relative consumer interest on our various products, services and activities; and
- d. to promote and manage our customer reward program(s).

Analytics

CCBI may also use collected data to create aggregated data for research, analysis and evaluation to improve CCBI's performance and delivery of services. CCBI shall make reasonable efforts to remove or obscure your personally identifiable information that are used for aggregated and analytics purposes. This data will be strictly for CCBI's own use and will not be shared with agents or contractors of the company, its corporate parent, affiliates divisions, or subsidiaries who have a legitimate business need for such access.

DATA SHARING

Cross-Promotions with CCBI Affiliates

CCBI may, from time to time, contact you on behalf of its affiliates about a particular offer that may be of interest to you. In these cases, your unique personally identifiable information is not transferred to the affiliate.

Disclosures

Pursuant to REPUBLIC ACT NO. 10173 or the "Data Privacy Act of 2012," CCBI guarantees all personal information that will be provided will only be accessed by authorized personnel and managed securely under appropriate online security measures to protect such data against loss or destruction. CCBI further guarantees that user information will not be disclosed to third parties.

DATA STORAGE, PROTECTION, RETENTION

Storage

Personal data are stored in the database and systems of e-Konek Pilipinas, Inc., CCBI's partner in the development of the CCBI Online Registration System, located in its principal office, corporate subscribed cloud storage, or data storage facilities, such as servers, located in the Philippines. The database is controlled and can be accessed electronically **ONLY** by select administrative staff of CCBI or its duly authorized Trusted Contractors.

Protection

CCBI implements reasonable and appropriate organizational, physical, and technical security measures to protect any data, such as personal information, meta-data or otherwise, that CCBI collects from you.

These security measures aim to maintain the confidentiality, integrity and availability of your personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. CCBI uses commercially reasonable methods, technology and tools to secure your personal data from unauthorized access, use or disclosure. CCBI secures the personally identifiable information you provide in the Website in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal data is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

CCBI also has stringent protocols, policies and procedures for the collection, processing, and storage of personal data, including but not limited to ensuring that office spaces and work station shall provide privacy to anyone processing your personal data, encrypting your personal data during storage and while in process, restricted access protocols, authentication procedures and regular scanning, testing and upgrading of its security measures against data breaches.

Retention

CCBI will retain your personal data for the duration it deems necessary for its reasonable business needs to ensure full delivery and performance of the services you require or for as long as necessary to fulfill the purposes CCBI collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements, or for complying with any applicable law, regulation, legal process or governmental requests.

Other considerations for retention of data will be in accordance to the SLU between CCBI and agencies serviced by CCBI.

Thereafter, your personal data may be anonymized or destroyed. When anonymized for research or statistical purposes, your personal data will and can no longer be associated with you, in which case CCBI may use this information indefinitely without further notice to you. CCBI may at all times review, retain and disclose any other information as CCBI deems necessary to satisfy any applicable law, regulation, legal process or governmental request and CCBI's needs and necessities. By doing so, CCBI does not either expressly or impliedly endorse, affirm or in any manner assume any responsibility for such communications.

RIGHTS TO YOUR DATA

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons.

CHANGES TO OUR PRIVATE POLICY

We reserve the right to amend this Privacy Policy at any time with or without notice and will place any updates on this webpage.

HOW TO CONTACT US

Please contact CCBI if you have any questions about our data protection policies and practices or the information we hold about you. You may e-mail us at ccbisecretariatoffice@yahoo.com.