

Supplementary Privacy Manual For Particular Processing:
 Website Processing
 version 1.0
 COSMOPOLITAN CLIMBS LIFE PLAN INC.

Reference	:	MAIN PRIVACY MANUAL
Supplement	:	This Supplementary Privacy Manual is for Processing of identified websites and subpages
Specific Websites (links may be updated but with same or similar content)	:	https://cclpi.com.ph

All terms and provisions in the Main Privacy Manual continue to be in full force and effect, and as supplemented by this Supplementary Privacy Manual particularly for Processing through the Specific Websites. This supplements the section on Processing of Personal Data:

Processing of Personal Data

Purpose:

1. To facilitate account creation and authentication and otherwise manage user accounts. We may process your information so you can create and log in to your account, as well as keep your account in working order.
2. To deliver and facilitate delivery of services to the user. We may process your information to provide you with the requested service.
3. To respond to user inquiries/offer support to users. We may process your information to respond to your inquiries and solve any potential issues you might have with the requested service.
4. To send administrative information. We may process your information to send you details about our products and services, changes to our terms and policies, and other similar information.
5. To send marketing and promotional communications. We may process the personal information you send to us for our marketing purposes, if this is in accordance with your marketing preferences.
6. To comply with our legal obligations. We may process your information to comply with our legal obligations, respond to legal requests, and exercise, establish, or defend our legal rights.
7. To request feedback. We may process your information when necessary to request feedback and to contact you about your use of our Services.

A. Collection

1. CCLPI Plans collects the basic contact information required both by MID, AMLA, CIC and NPC of its clients and customers, including their: Full name, Address, Email address, Contact number, Birthdate, Nationality, Employment details and any other related personal information provided in the applicable application or contract forms.

These are obtained openly and straightforwardly without any hidden motive through the clients' filling up of official form, the LPAF (Life Plan Application Form). These forms are essential in the provision of service to clients.

B. Use

Personal data collected shall be used by CCLPI Plans for documentation purposes including the Know Your Client (KYC) in compliance with AMLA, for tracking of records and products avail.

Towards these purposes, CCLPI Plans may disclose Personal Data to its employees, duly authorized representatives, related companies, assignees and third-party service providers and websites.

C. Storage, Retention and Destruction

CCLPI Plans will ensure that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. CCLPI Plans will implement appropriate security measures in storing collected personal information, depending on the nature of the information.

D. Access

Due to the sensitive and confidential nature of the personal data under the custody of CCLPI Plans, only the client and the authorized representative of CCLPI Plans shall be allowed to access such personal data, for any purpose, except for those contrary to law, public policy, public order or morals.

Any request for amendment of personal data shall require strict verification and approval to effect the change.

E. Disclosure and Sharing

All employees and personnel of CCLPI Plans shall maintain the confidentiality and secrecy of all personal data that come to their knowledge and possession, even after resignation, termination of contract, or other contractual relations.

Personal data under the custody of CCLPI Plans shall be disclosed only pursuant to

a lawful purpose, and to authorized recipients of such data.

Personal data of CCLPI Plans clients maintain in the personal laptop of separating employees shall be subject to verification and must be deleted.

F. Privacy Policy and Notice

This privacy notice for Cosmopolitan CLIMBS Life Plan Inc. (doing business as CCLPI Plans), describes how and why we might collect, store, use, and/or share ("process") your information when you use our services ("Services"), such as when you:

- I. Visit our website at <https://cclpi.com.ph>, or any website of ours that links to this privacy notice
- II. Engage with us in other related ways, including any sales, marketing, or events

CCLPI Plans shall protect the data you provided in compliance with the Data Privacy Act of 2012 ("DPA"), (Republic Act No. 10173) and its implementing rules and regulations and all circulars and issuances of the National Privacy Commission and ensures compliance by its staff with strict standards of security and confidentiality. CCLPI Plans will not collect, disclose or process personal data, including data that may be classified as personal information and/or sensitive personal information unless you voluntarily choose to provide us with it and give your consent thereto, or unless such disclosure is required by applicable laws and regulations. Personal or sensitive personal information is information pertaining to racial or ethnic origin, religious belief, political affiliations, education, health or information provided by government agencies which are peculiar to individuals and such other data declared to be sensitive

You understand that you are given certain rights under the Data Privacy Act, including the right to object to processing of your data, the right to access your data, the right to correct any inaccurate data, and the right to erasure or blocking of data. For more information on these rights, and for requests to review the Data, to withdraw consent to the use of the Data for any of the purpose stated above, and/or to correct or update the Data, please contact:

The Data Privacy Officer
COSMOPOLITAN CLIMBS LIFE PLAN
4/F CLIMBS Bldg. Tiano-Pacana Sts, Cagayan de Oro City,
Misamis Oriental, Philippines Telephone No.: (088) 854-1574
Email address: cclpidpo@gmail.com

Annex A

DATA PRIVACY CONSENT STATEMENT

I hereby acknowledge and confirm that I have read and understood the Privacy Notice provided to me by COSMOPOLITAN CLIMBS LIFE PLAN INC. (the “Company”), and have had the opportunity to inquire and clarify the Privacy Notice with the Company, and that I knowingly and voluntarily executed this consent statement in accordance therewith.

I hereby give consent to, and authorize the Company, its directors, officers, employees, authorized personnel or third parties, to collect, record, store, use, disclose, share, update, modify, block or erase, monitor, or otherwise process (collectively, “Process/Processing”) my Personal Data, in accordance with R.A. No. 10173 “The Data Privacy Act of 2012” and its implementing rules and regulations and any of its amendments. These Personal Data refer to all personal, sensitive or confidential information provided or to be provided to the Company, its directors, officers, employees, authorized representatives including but not limited to the following:

Customer name, age, date of birth, place of birth, cellphone number, residence address, landline number, business address & landline number, email address, beneficiaries name & address, employment details and any other related personal information provided in the applicable application or contract forms.

I agree that these data shall be used and/or processed for any legitimate purpose, including but not limited to the following:

- **To facilitate account creation and authentication and otherwise manage user accounts.** We may process your information so you can create and log in to your account, as well as keep your account in working order.

- **To deliver and facilitate delivery of services to the user.** We may process your information to provide you with the requested service.

▪ **To respond to user inquiries/offer support to you.** We may process your information to respond to your inquiries and solve any potential issues you might have with the requested service.

▪ **To send administrative information to you.** We may process your information to send you details about our products and services, changes to our terms and policies, and other similar information.

▪ **To request feedback.** We may process your information when necessary to request feedback and to contact you about your use of our Services.

▪ **To send you marketing and promotional communications.** We may process the personal information you send to us for our marketing purposes, if this is in accordance with your marketing preferences.

▪ **To comply with our legal obligations.** We may process your information to comply with our legal obligations, respond to legal requests, and exercise, establish, or defend our legal rights.

▪ **Vendors, Third-Party Service Providers.** We may share your data with third-party vendors, ("**third parties**") who perform services for us or on our behalf and require access to such information to do that work. We have contracts in place with our third parties, which are designed to help safeguard your personal information. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will also not share your personal information with any organization apart from us. They also commit to protect the data they hold on our behalf and to retain it for the period we instruct. The categories of third parties we may share personal information with are as follows:

- ◆ Payment Processors (Billers like G-Cash)

I acknowledge that I am afforded certain rights such as the right to verify, correct or modify, or remove these personal data or withdraw my consent and/or edit my consent

preferences at any time through a written request to the Company's Data Protection Officer.

I hereby allow the Company, its directors, officers, employees, authorized personnel or third parties to process these personal data from their submission and for the duration as stated in the Privacy Notice, subject to the retention limits set by applicable laws and regulations. Thereafter, the personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public.

Name: _____

Date: _____