

Consent Form for External Trainings/Seminars

We, SyCip Gorres Velayo & Co. (SGV & Co.), value the confidentiality of data you have entrusted to us. Our privacy policy values and protects your personal information under the Data Privacy Act of 2012 and the laws of the Philippines. 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 your personal information. It also tells you what steps you can take if you want us to change how we use your personal information, or if you want us to stop using your personal information.

Why do we collect your personal information?

To enable us to perform processes related to facilitation of trainings/seminars and registration of Continuing Professional Development (CPD) courses with the Professional Regulation Commission (PRC), it is important that SGV & Co. collects, uses, processes and retains your personal information when it is reasonable and necessary.

In particular, we are using your information to:

- Forecast the schedules of the trainings/seminars that you will be attending as a participant, resource speaker, panelist/reactor, or facilitator/moderator
- Process the registration of trainings/seminars including the submission of the list of participants to the PRC.

What type of information do we collect?

We collect information such as:

- Your name, email address and contact number
- Sensitive personal information such as your PRC license number and its expiration date, company name, and position

Please note that you are responsible for ensuring that all such personal information you submit to us are accurate, complete and up-to-date.

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

You may request SGV & Co. by a written letter or email to SGV's Data Protection Officer (DPO) to exercise your rights which include the right to access, modify, erase and object to processing of your personal data within a reasonable time after such request.

Our contact details:

Data Protection Officer

Atty. Wilfredo U. Villanueva

SyCip Gorres Velayo & Co.

6760 Ayala Avenue, Makati City, 1226 Philippines

Office: +632 891-0307

Email address: Wilfredo.U.Villanueva@ph.ey.com

SGV & Co.'s decision to provide such access or consider any request for correction, erasure and objection to processing of the personal data as it appears in SGV & Co.'s records is subject always to any exceptions under applicable laws and/or the Act.

You agree that SGV & Co. cannot impose a charge to cover the cost of verifying a request for information and locating, retrieving, reviewing and copying any material requested.

Whom do we share your information with?

As a general rule, we may not and will not share your personal information with any third party except:

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

This means we might provide information to the following:

- Our partner companies, organizations, or agencies including their sub-contractors or prospective business partners that act as our service providers and contractors
- Law enforcement and government agencies

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 do we protect your information?

You understand that SGV & Co. will take reasonable steps to make sure the personal information that we collect, use or disclose is accurate, complete, and up-to-date. We will strictly enforce our privacy policy within the Firm and we have implemented technological, organizational and physical security measures to protect the information we hold from loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction. We put in effect safeguards such as:

- By using a secured server behind a firewall, deploying encryption on computing devices and physical security controls
- By restricting access to your information only to qualified and authorized personnel who hold your information with strict confidentiality.

How long do we keep your information?

The information will be kept for a period of 10 years from successful execution of the trainings/seminars, unless you request your information to be deleted from our database and files immediately. Once deleted, the data will be completely removed from all the storage location.

Declaration of Consent to Process Personal Data

By signing this form below, you explicitly and unambiguously consent to the collection, processing and storage of your personal information by SyCip Gorres Velayo & Co. for the purpose(s) described in this Consent Form. Please ensure that you have completely read and comprehend the terms above before checking the box below.

 Yes - I give my consent to SGV & Co. to process and share my personal information, including any sensitive personal information that I have voluntarily provided or will provide, for the purpose(s) described in this Consent Form.

 No - I do not give my consent to SGV & Co. to process and share my personal information, including any sensitive personal information that I have voluntarily provided or will provide, for the purpose(s) described in this Consent Form.

Print Name & Signature

Date