

Crown Asia Chemicals Corporation (CACC) being a listed corporation under the Securities and Exchange Commission of the Philippines and in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR) and other relevant policies, including issuance of the National Privacy Commission (NPC).

It is the policy of CACC to respect and uphold data privacy rights and to ensure that all personal data collected from employees and applicants are processed pursuant to the general principles of transparency, legitimate purposes and proportionality as stated in the DPA.

By providing CACC with your personal information as described in this Privacy Policy, you have explicitly authorized and consented to our collection, use, access, store (keep) and process of said Personal Information.

PERSONAL INFORMATION WE COLLECT

Personal Information is information that can be used on its own or with other information to identify, contact or locate an employee and applicant, or identify an individual in context which was collected directly or indirectly in relation to the job role or application.

1. In the course of job application and hiring process with CACC, the Personal Information we collect includes but not limited to:
 - Your name, gender, civil status, date of birth, address, contact numbers, email address, mailing address, proof of identification and other information relating to the person.
 - Your employment and work history, educational background, resume and income information.
 - Other information with relation to spouse, dependents, children, parents and/or siblings

2. We collect personal information and store in variety of ways:
 - When you submit a job application as part of the assessment and hiring process.
 - When an employee or applicant interact with our Human Resources or Recruitment through email, mobile phone, chat services or face to face meetings.
 - When you respond to application examinations, surveys and other initiatives.
 - When we receive references from third parties you had provided.

PROTECTING PERSONAL INFORMATION

CACC takes precaution to protect Personal Information by means of employing physical, technical and organizational safeguards against loss, theft, unauthorized access, disclosure, copying, use or modification. CACC has put in effect safeguards such as:

1. Using secured servers behind advance threat protection appliances, firewalls, antivirus and other security tools.
2. Limit the access to Personal Information to those qualified and authorized to process them. All such persons are required by CACC to protect and impose confidentiality and privacy in a manner consistent with CACC privacy policies and practices.

USE AND DISCLOSURE OF PERSONAL INFORMATION

1. Only authorized CACC Personnel will have access to your Personal Information and disclosure to the following as reasonably depending on this concern:
 - Company Officers and authorized employees
 - Human Resources Department
 - Recruitment Department
 - Members of CACC Group of Companies
 - Professional Advisers (Corporate Lawyers)
 - Health Insurance
 - Bank and their respective service providers
2. Personal Information will be use as part of the job application and hiring process but not limited to the following purposes:
 - To conduct appropriate pre-employment background investigation and reference checks and Medical Examination as part of the hiring or onboarding process.
 - For bank enrollment to be able to process compensation, allowances, expense reimbursement and any financial concern.
 - To enroll for benefit programs which may include health insurance, medical insurance, retirement plan, tax related and social security.
 - When required to enroll on any professional development through performance and career development, seminars, workshops and trainings.
 - To comply with the requirement of the law; BIR, SSS, PhilHealth, Pagibig and other legal preceding and to comply with legal obligations.
 - To facilitate exit interview and clearances upon separation with the company to process the final pay.
 - Any other purposes relating to any of the above.

ACCESSING, UPDATING AND DELETION OF PERSONAL INFORMATION

CACC is committed to protect and secure all Personal Information collected.

1. Accessing Personal Information for purposes of updating is allowed by requesting from the Human Resources Department.
2. Applicants and Employees are obliged to inform Human Resources and Recruitment Department should there are updates on the Personal Information; this is in compliance with Company Code of Conduct.
3. Human Resources & Recruitment Department will conduct verification on the accuracy of Personal Information.
4. Accessing Personal Information by other people is not allowed unless authorized or consent has been given by the concerned person.
5. Withdrawal of Consent is allowed for any or all purpose set out in this policy. Written request must be sent to Human Resources or Recruitment Department.

RETENTION AND DISPOSAL OF PERSONAL INFORMATION

CACC retain documents including electronic documents containing Personal Information will be retained. For Applicants: 6 months; for Employees: 5 years from date of resignation and may be extended for the following reasons:

- To the extent required by law, if Personal Information may be relevant to any ongoing or prospective legal proceedings in order to establish, exercise or defend legal rights.
- To the extent required by or pursuant of employment contract
- If the company deems necessary for future reference for any legal purposes.

Personal Information shall be disposed or discarded in a secure manner that will prevent further processing, unauthorized access or disclosure to the public or any other party.

UPDATE OF DATA PRIVACY POLICY

CACC will amend this policy from time to time and apply changes due to new laws and regulation affecting the data privacy act, as well changes in business operations and environment. Any update will be posted on the CACC Bulletin Boards and Company website.

For any comment, questions, or requests relating to this Data Privacy Policy or complaints for violation of your rights under this Data Privacy Policy, you may get in touch with:

- Human Resources Department (human_resources@crownpvc.com.ph) or
- Recruitment Department (recruitment@crownpvc.com.ph) or
- Legal Affairs Officer (corporatesecretary@crownpvc.com.ph)