

Data Privacy Notice For Lot Owners, Plan Holders and Beneficiaries

Welcome to Himlayang Pilipino, Inc. (HPI) and Himlayang Pilipino Plans, Inc. (HPPI).

This Privacy Notice informs you of our policy regarding our collection, use and disclosure of personal data that you have opted to share with us.

What Information Do We Collect

For Lot Owners. Collection of personal data starts when you inquire, apply or reserve a Memorial Lot or a Crypt in our Dambana ng Alaala and Pugad Lawin. We will provide you with a form which collects your personal information and sensitive personal information. This form will be collected by our Sales Agents and other authorized company representatives. On certain occasions, we collect additional information, forms and records from you even after your application in order for us to continue our services to you and to administer your account properly. For example, (Valid ID of you and your Representative, Letter of Authorization, Certificate of Ownership, Undertakings and other documents/records relevant to your request), most of which will be used only for verification purposes.

We also collect other types of information from you such as when you provide responses in our customer surveys and other information that you voluntarily provided us for any legitimate purpose declared at the time of collection.

For Plan Holders. We no longer accept new application of Plans. This means we only process personal data of our existing Plan Holders and their Authorized Representatives. We collect personal data when you:

- Request for Data Amendment/Correction
- Process Application for Reinstatement
- Request for Pre-Termination of Cash Surrender Values
- Process Claims (to attach other documents stated in the Claim Requirements Checklist) e.g Death Certificate, Valid IDs, PSA Certificates, and etc.

Above forms/documents will be collected by our Claims and Sales Records and Data Processing department.

If you supply us the personal information of other individuals, we assume that their prior consent was obtained by you which will permit us to process their personal information. (e.g., Beneficiaries, Authorized Representatives, and Heirs).

How We Use Your Personal Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as a Memorial Institution and Insurance Provider. For example, we may use the information we collect for purposes such as:

For Lot Owners:

- To process your lot reservation and application
- For the issuance of Certificate of Ownership
- To process memorial services and other benefits
- To process payment and other inquiries you may have with us; and
- Declaration of Lost Title
- To provide you with Park advisories and other marketing campaigns that you may be of interest

For Plan Holders:

- For Claims Processing
- To process your Plan Benefits; and
- To process your request for Memorial Services

In the event that there is a need for us to process your personal data for any other purpose/s, specially the processing of your sensitive personal information, we will make sure to obtain for your consent at the most appropriate time.

How We Share and Disclose Your Personal Information

Access to your personal data is restricted to our authorized employees and business partners in order for them to carry out their obligation with regard to the conduct of our business. For example, we share, disclose, or transfer your personal data for purposes such as:

- We share your personal data to our Legal Partner for legal purposes.
- We share your personal data to our Insurance Carrier, for Insurable Plans
- Your files and records may also be routed to concerned departments of the company to carry out their obligation in relation to your request.

We require our employees and business partners, through a Non-Disclosure Agreement (NDA), to secure and keep your information confidential.

How We Store and Retain Your Personal Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared within the network of HPI and HPPI and to different departments of HPI and HPPI. Access to your personal data is limited to authorized employees and business partners only. Once your personal data is no longer needed in the conduct of our business, we will immediately process its disposal in a way that it is no longer usable to others.

Your Rights as a Data Subject

You have data privacy rights with respect to the processing of your personal information. If you want to practice any of your rights, or you have concerns and inquiries regarding your Rights, this Privacy Notice, and any matter about our Collection, Use and Processing of your personal data, you may reach out with our Data Protection Officer at:

Designation – DPO

Contact No. – 02 (927-9671)loc 246

Email – dataprivacy@himlayangpilipino.org

Address – 12th Flr., Triumph Bldg., 1610 Quezon Ave. Quezon City

Changing This Data Privacy Notice

This Data Privacy Notice may change from time to time. On such occasions, we will let you know through our website and/or through other means of communication.