



PANELCO III

Pangasinan III Electric Cooperative

Nangayasan Urdaneta City Pangasinan



PRIVACY NOTICE





PANELCO III
Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

PRIVACY MISSION STATEMENT

Ensuring data privacy excellence in every service, prioritizing stakeholder satisfaction at a fair cost.

PRIVACY VISION STATEMENT

Championing data privacy excellence as a cornerstone of outstanding service at the forefront of the Electric Cooperative industry



PANELCO III

Pangasinan III Electric Cooperative

Nancayasan Urdaneta City, Pangasinan

PRIVACY NOTICE

Welcome Note

Welcome to **PANGASINAN III ELECTRIC COOPERATIVE**

This Privacy Notice informs you of our policy regarding the data we collect and how we use, transfer/disclose, and store/retain/dispose or otherwise process your personal data.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities in providing quality service at a reasonable cost for the satisfaction of the Member-Customer-Owners.

In this NOTICE, the terms “data” and “information” are used interchangeably. When we speak of “personal data,” the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to identify you distinctively. For their exact definitions, you may refer to the DPA text or visit the office of the **PANGASINAN III ELECTRIC COOPERATIVE** Data Protection Officer. You should also note that while we give examples here to explain this Privacy Notice in simple and clear language, such examples do not form an exhaustive list of all the data that we process.



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

Privacy Notice for prospective and existing Member-Customer-Owners including those whose membership has been terminated

As a valued member-customer-owner of Pangasinan III Electric Cooperative (PANELCO III), we want to inform you about our commitment to protecting your privacy and personal data. Our Privacy Notice outlines how we collect, use, disclose, and store your personal information to ensure your rights are respected and your data is handled responsibly.

We collect various types of information from you during your membership with us, including your membership status, contact details, billing information, transaction history and any other relevant information related with our services. This information is used for purposes such as membership information, billing, meter reading, and providing assistance with your inquiries or service requests.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. These may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

1. Information you provide us during your registration. When you register with us, we collect, among others:
 - a. Directory information, (i.e., Name, Address, Gender, Birthdate, Telephone numbers, Email Address, Contact information. Citizenship, Age)
 - b. Proof of Identification (Government Issued IDs and IDs issued by private companies that are duly registered with the Securities and Exchange Commission, Tax Identification Number and other Government-issued identification information)
 - c. Proof of Ownership or evidence of authority to occupy (Transfer Certificate of Title, Special Power of Attorney, lease contract)
 - d. any or all information obtained through interviews and/or other forms of personal data collection
2. Information we process or generate after the collection. When applying to **PANGASINAN III ELECTRIC COOPERATIVE** , as a member-customer-owner, we may also collect additional information about you, including:
 1. Name (not necessarily complete name)
 2. Personal details (age, sex, gender, race, nationality, address, contact information, name of spouse or relatives, etc.)
 3. Photo, video, or audio of an individual



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

4. Identification Card or Number (government-issued ID, company ID, school ID, etc.)
5. Reference numbers or unique identifiers that can be traced to an individual (account number, transaction reference number, etc.)
6. Billing information (debit/credit card number, deposit information, source of fund, etc.)
7. Device and network-related information (user credentials, cookie information, geolocation, MAC address, device ID, device type, browser type, OS type, IP address, plug-in details, etc.),
8. Educational information
9. Legal Information (pending cases, offense committed, convictions, etc.)
10. Letters and communications (between attorney and public officers)
11. Other Personal Data that can be identified to a person

We may obtain these additional personal data when you:

- Register in the Member-Customer-Owner Organization
- Attend the Annual General Assembly Meeting, District Elections and Other Institutional activities
- Request for the Updating of Membership Records
- Request for financial assistance through the Cooperative's Programs
- Online Billing Inquiries
- Report Services Issues through the satellite offices, phone call, SMS and online.

3. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us as confidential and secure.

Suppose you supply us with personal data of other individuals (e.g., heirs). In that case, we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data via consent form from the **PANGASINAN III ELECTRIC COOPERATIVE** Data Protection Officer (DPO).



PANELCO III

Pangasinan III Electric Cooperative

Nancayasan Urdaneta City, Pangasinan

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as a private institution, including a variety of administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as but not limited to:

1. Meter Reading and Billing Purposes
2. Membership Records
3. Service-related Activities
4. Institutional Programs and Activities

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of **PANGASINAN III ELECTRIC COOPERATIVE** or a third party, among others. We understand that the DPA imposes stricter rules for processing sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Membership Application
2. Meter Reading and Billing Purposes
3. Service Disconnection
4. Reportorial Requirements to the Regulatory Agencies



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

How We Store, Retain, and Dispose of your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the **PANGASINAN III ELECTRIC COOPERATIVE** different units or offices. The only people able to access data covered by this policy are those covered under this policy and whose functions necessarily require them to access such data. Rest assured that our use of your personal data will not be excessive. This policy applies to:

- The departments/units of **PANGASINAN III ELECTRIC COOPERATIVE**
- All employees, customers, former employees of **PANGASINAN III ELECTRIC COOPERATIVE**
- All contractors, vendors, suppliers, and other people working on behalf of **PANGASINAN III ELECTRIC COOPERATIVE**

General Staff Guidelines

The only people able to access data are those covered under this policy and whose functions necessarily require them to access such data.

PANGASINAN III ELECTRIC COOPERATIVE will retain your relevant personal data only for as long as necessary to fulfill the purposes outlined in this privacy notice unless a longer retention period is required or permitted by law. Thereafter, your personal will be securely disposed to prevent further processing, unauthorized access or disclosure.

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving **PANGASINAN III ELECTRIC COOPERATIVE** and data privacy, you may contact **PANGASINAN III ELECTRIC COOPERATIVE** DPO at the DPO Office e-mail address: dpo@panelco3.com.ph.

Changes in the Privacy Notice

We may, from time to time, make changes to this Privacy Notice. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other PANGASINAN III ELECTRIC COOPERATIVE Policies

Other policies of **PANGASINAN III ELECTRIC COOPERATIVE**, which are not inconsistent with this Privacy Notice, will continue to apply. Suppose any provision of this Notice is found to be unenforceable or invalid by any court having competent jurisdiction. In that case, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

Privacy Notice for prospective, active, and separated employees, as well as On-The-Job Trainees and Senior Highschool Work Immersion

At Pangasinan III Electric Cooperative (PANELCO III), we prioritize the privacy and security of our employees and dependents, including prospective candidates, active staff, and retirees, as well as on-the-job trainees and Senior High School Work Immersion participants. Our Privacy Notice outlines how we collect, use, disclose, and store your personal information to ensure your rights are respected and your data is handled responsibly.

During your employment with us, we collect various types of information, including your personal details, employment history, payroll information, and other relevant data necessary for Human Resource and administrative purposes. This information is used recruitment, payroll processing, training purposes and for managing your employment relationship with PANELCO III and ensuring compliance with legal and regulatory requirements.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. These may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

1. Information we collect when applying for employment, training, and work immersion engagement.

- a. Directory information, (i.e., Name, Address, Gender, Birthdate, Birthplace, Telephone numbers, Email Address, Citizenship, Education, Age, Contact information, race/ethnic origin)
- b. Qualification Requirements (Certifications and Licenses, Educational Documents, Employment History, Testing Results, Results of character Investigation, Pre-employment medical assessment)
- c. Proof of Identification (IDs issued by private companies that are duly registered with the Securities and Exchange Commission, student IDs for those who are not yet of voting age (below 18 years old)
- d. any or all information obtained through interviews and/or other forms of personal data collection



PANEL CO III

Pangasinan III Electric Cooperative

Nancayasan Urdaneta City, Pangasinan

2. Information we process or generate during your employment and training. During your employment or engagement with **PANGASINAN III ELECTRIC COOPERATIVE** we may also collect additional information about you, including:

1. Full Name
2. Personal details (age, sex, gender, race, nationality, place of birth, address, contact information, name of spouse or relatives and beneficiaries, etc.)
3. Photo, video, or audio of an individual
4. Identification Card or Number (government-issued ID, company ID, school ID, etc.)
5. Reference numbers or unique identifiers that can be traced to an individual (account number, Government-Issued reference numbers such as TIN, social security number.)
6. Financial information (bank account number)
7. Employment information (position, job description, contact information, performance evaluation; sanctions; and employment changes / work history and other relevant circumstances and employment records)
8. Payroll Information (wages, entitlements and benefits, government-mandated and third party remittances like SSS, Philhealth, and Pag-ibig membership and contributions, taxes; Internal Loan Records)
9. User credentials, program deployments, tools and material issuances, and other clearances/authorization relative to job position
10. Educational information
11. Health information (vaccination record, medical record, health background, etc.)
12. Criminal Information (pending cases, offense committed, convictions, etc.)
13. Letters and communications (between attorney and client / doctor and patient / spouses / public officers)
14. Other Personal Data that can be identified to a person

We may obtain these additional personal data when you:

- Apply for employment or training within Pangasinan III Electric Cooperative
- Are currently employed in Pangasinan III Electric Cooperative or engaged as a Trainee or Work Immersion
- Employment as an Outsourced Personnel by our Service Providers and/or Contractors



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

3. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us as confidential and secure.

Suppose you supply us with personal data of other individuals (e.g., heirs). In that case, we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data via consent form from the **PANGASINAN III ELECTRIC COOPERATIVE** Data Protection Officer (DPO).

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as a private institution, including a variety of administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as but not limited to:

1. Job or Training Application
2. Payroll Processing
3. Employment and Training Management
4. To comply with legal obligations and regulatory requirements

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of **PANGASINAN III ELECTRIC COOPERATIVE** or a third party, among others. We understand that the DPA imposes stricter rules for processing sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.



How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Payroll Processing
2. Processing of Statutory and Third-Party Remittances
3. Administrative Processes and Legal Procedures
4. Reportorial Requirements to the Regulatory Agencies

How We Store, Retain, and Dispose of your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the **PANGASINAN III ELECTRIC COOPERATIVE** different units or offices. The only people able to access data covered by this policy are those covered under this policy and whose functions necessarily require them to access such data. Rest assured that our use of your personal data will not be excessive. This policy applies to:

- The departments/units of **PANGASINAN III ELECTRIC COOPERATIVE**
- All employees, customers, former employees of **PANGASINAN III ELECTRIC COOPERATIVE**
- All contractors, vendors, suppliers, and other people working on behalf of **PANGASINAN III ELECTRIC COOPERATIVE**

General Staff Guidelines

The only people able to access data are those covered under this policy and whose functions necessarily require them to access such data.

PANGASINAN III ELECTRIC COOPERATIVE will retain your relevant personal data only for as long as necessary to fulfill the purposes outlined in this privacy notice unless a longer retention period is required or permitted by law. Thereafter, your personal will be securely disposed to prevent further processing, unauthorized access or disclosure.

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving **PANGASINAN III ELECTRIC**



PANELCO III
Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

COOPERATIVE and data privacy, you may contact **PANGASINAN III ELECTRIC COOPERATIVE** DPO at the e-mail address: dpo@panelco3.com.ph.

Changes in the Privacy Notice

We may, from time to time, make changes to this Privacy Notice. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other PANGASINAN III ELECTRIC COOPERATIVE Policies

Other policies of **PANGASINAN III ELECTRIC COOPERATIVE**, which are not inconsistent with this Privacy Notice, will continue to apply. Suppose any provision of this Notice is found to be unenforceable or invalid by any court having competent jurisdiction. In that case, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.



Privacy Notice for Guests or Visitors

Welcome to Pangasinan III Electric Cooperative (PANELCO III). As our guest or visitor, your privacy and security are important to us.

During your visit, we may collect certain information from you for security and record-keeping purposes. This data is used solely for managing visitor access and ensuring compliance with regulatory requirements.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. These may consist of written records, photographic and video images, and digital material.. Examples include:

1. Information we collect, process or generate when you enter Cooperative Premises When you enter our premises, we may collect, among others:

1. Directory information, (i.e., Name, Address)
2. Vehicle Information (Vehicle Type, Plate Number or Conduction Sticker)
3. Proof of Identity (Identification card details, government-issued identification)
4. Purpose of Visit / Person to Visit
5. Data recorded by our closed-circuit television (CCTV) system, which is installed throughout our premises, including entry and exit locations.
6. Any or all information obtained through interviews and/or other forms of personal data collection

2. Information we collect, process or generate when you visit our website. When you visit our website, we may collect, among other things:

1. Name (not necessarily complete name)
2. Contact Information (Telephone or Mobile Number, Email Address)
3. Device and network-related information (cookie information, geolocation, MAC address, device ID, device type, browser type, OS type, IP address, plug-in details, etc.),
4. Other Personal Data that can be identified to a person

We may obtain these additional personal data when you:

- Enter and leave the premises of the Principal Office of PANELCO III including the Area, Collection Offices and other facilities owned and operated by PANELCO III.
- Request an official visit, site inspection, product presentation, and benchmarking.
- Visit the Official Website of PANELCO III, Facebook and other social media accounts.



3. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us as confidential and secure.

Suppose you supply us with personal data of other individuals (e.g., heirs). In that case, we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data via consent form from the **PANGASINAN III ELECTRIC COOPERATIVE** Data Protection Officer (DPO).

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as a private institution, including a variety of administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as but not limited to:

1. To oversee and/or regulate your entry to, departure from our premises.
2. To monitor activities within location within the premises
3. To analyze web traffic data
4. To ensure compliance with safety and security measures and protocols..

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of **PANGASINAN III ELECTRIC COOPERATIVE** or a third party, among others. We understand that the DPA imposes stricter rules for processing sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.



How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Conduct of investigation within our premises
2. Reportorial Requirements to the Regulatory Agencies or other Government entities
3. To comply with legal procedures

How We Store, Retain, and Dispose of your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the **PANGASINAN III ELECTRIC COOPERATIVE** different units or offices. The only people able to access data covered by this policy are those covered under this policy and whose functions necessarily require them to access such data. Rest assured that our use of your personal data will not be excessive. This policy applies to:

- The departments/units of **PANGASINAN III ELECTRIC COOPERATIVE**
- All employees, customers, former employees of **PANGASINAN III ELECTRIC COOPERATIVE**
- All contractors, vendors, suppliers, and other people working on behalf of **PANGASINAN III ELECTRIC COOPERATIVE**

General Staff Guidelines

The only people able to access data are those covered under this policy and whose functions necessarily require them to access such data.

PANGASINAN III ELECTRIC COOPERATIVE will retain your relevant personal data only for as long as necessary to fulfill the purposes outlined in this privacy notice unless a longer retention period is required or permitted by law. Thereafter, your personal will be securely disposed to prevent further processing, unauthorized access or disclosure.

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving **PANGASINAN III ELECTRIC**



PANELCO III

Pangasinan III Electric Cooperative

Nancayasan Urdaneta City, Pangasinan

COOPERATIVE and data privacy, you may contact **PANGASINAN III ELECTRIC COOPERATIVE** DPO at the e-mail address: dpo@panelco3.com.ph.

Changes in the Privacy Notice

We may, from time to time, make changes to this Privacy Notice. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other PANGASINAN III ELECTRIC COOPERATIVE Policies

Other policies of **PANGASINAN III ELECTRIC COOPERATIVE**, which are not inconsistent with this Privacy Notice, will continue to apply. Suppose any provision of this Notice is found to be unenforceable or invalid by any court having competent jurisdiction. In that case, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.



Privacy Statement for Suppliers, Service Providers, and Consultants

At Pangasinan III Electric Cooperative (PANELCO III), we recognize the importance of protecting the privacy and confidentiality of our suppliers, service providers, and consultants.

Throughout our business relationship, we may collect various types of information from you, including your contact details, contractual agreements, and transaction records. This data is utilized for procurement, contract management, and business records purposes.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. These may consist of written records, photographic and video images, and digital material. Examples include:

1. Information you provide us when you apply for business engagement. When you apply for business engagement, we collect, among others:
 - a. Details of your point person (Name, position/job title, Tax Identification Number, proof of identity, educational attainment, work experience and banking information)
 - b. any or all information obtained through interviews and/or other forms of personal data collection
2. Information we process or generate during our business engagement. When you enter into business with us, we may collect, among other things.
 - a. Directory Information (Name, Address, Contact Information, etc.)
 - b. Licenses, Certifications and Proof of Qualification (PRC Licenses, Authorization/Certifications to conduct Business/Trainings/Consultations, Educational Attainment, Work Experience)
 - c. Proof of Identity (Tax Identification Number, government-issued identification information)
 - d. Financial Information (Banking Information, Payroll Information, SSS, PhilHealth and PAG-IBIG identification numbers)



We may obtain these additional personal data when you:

- Apply for Accreditation
- Are a consultant or an independent contractor working with or for PANELCO III
- Employment as an Outsourced Personnel by our Service Providers and/or Contractors

5. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us as confidential and secure.

Suppose you supply us with personal data of other individuals (e.g., heirs). In that case, we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data via consent form from the **PANGASINAN III ELECTRIC COOPERATIVE** Data Protection Officer (DPO).

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as a private institution, including a variety of administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as but not limited to:

1. Manage Business Relations
2. Payment Processing which may include payroll of outsourced personnel

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of **PANGASINAN III ELECTRIC COOPERATIVE** or a third party, among others. We understand that the DPA imposes stricter rules for processing sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Reportorial Requirements to the Regulatory Agencies
2. To fulfill Legal Obligations and procedures

How We Store, Retain, and Dispose of your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the **PANGASINAN III ELECTRIC COOPERATIVE** different units or offices. The only people able to access data covered by this policy are those covered under this policy and whose functions necessarily require them to access such data. Rest assured that our use of your personal data will not be excessive. This policy applies to:

- The departments/units of **PANGASINAN III ELECTRIC COOPERATIVE**
- All employees, customers, former employees of **PANGASINAN III ELECTRIC COOPERATIVE**
- All contractors, vendors, suppliers, and other people working on behalf of **PANGASINAN III ELECTRIC COOPERATIVE**

General Staff Guidelines

The only people able to access data are those covered under this policy and whose functions necessarily require them to access such data.

PANGASINAN III ELECTRIC COOPERATIVE will retain your relevant personal data only for as long as necessary to fulfill the purposes outlined in this privacy notice unless a longer retention period is required or permitted by law. Thereafter, your personal will be securely disposed to prevent further processing, unauthorized access or disclosure.

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving **PANGASINAN III ELECTRIC COOPERATIVE** and data privacy, you may contact **PANGASINAN III ELECTRIC COOPERATIVE** DPO at the e-mail address: dpo@panelco3.com.ph.



PANELCO III

Pangasinan III Electric Cooperative

Nancayasan Urdaneta City, Pangasinan

Changes in the Privacy Notice

We may, from time to time, make changes to this Privacy Notice. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other PANGASINAN III ELECTRIC COOPERATIVE Policies

Other policies of **PANGASINAN III ELECTRIC COOPERATIVE**, which are not inconsistent with this Privacy Notice, will continue to apply. Suppose any provision of this Notice is found to be unenforceable or invalid by any court having competent jurisdiction. In that case, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.



Privacy Statement for Third-Party

As a third party associated with Pangasinan III Electric Cooperative (PANELCO III), your privacy is important to us, and we are committed to protecting your personal data in accordance with relevant privacy laws and regulations.

Throughout our interactions with you, we may collect various types of information, including your contact details and transaction records. This data is utilized for legitimate business purposes and is handled with the utmost confidentiality.

Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. These may consist of written records, photographic and video images, digital material, and signatures. Examples include:

1. Information you provide us when you participate in our services, programs and events. When you engage with us, we may collect, among others:
 - a. Directory information, (i.e., Name, Address, Gender, Birthdate, Birthplace, Telephone numbers, Email Address, Citizenship, Education, Age, Contact information, race/ethnic origin, IDs issued by private companies that are duly registered with the Securities and Exchange Commission, student IDs for those who are not yet of voting age (below 18 years old), and other relevant information
 - b. data about your personal circumstances, such as your family background, history, marital status, payroll, and benefits information
 - c. Information we collect from our business partners pursuant to a potential or existing transaction
 - d. Video Records and photographs of your participation to our activities, campaigns, programs and projects
 - e. any or all information obtained through interviews and/or other forms of personal data collection
2. Information we collect, process or generate from Third Parties by virtue of legal claim or demand. When you file a claim or demand with or against **PANGASINAN III ELECTRIC COOPERATIVE**, we may collect additional information about you, including:
 - a. Directory information (Name, Address, Gender, Birthdate, Birthplace, Telephone numbers)
 - b. Date, Time, Location and other relevant information relative to the filed claim or demand
 - c. Insurance details (*if available and/or needed*)
 - d. Documentations to substantiate the claim for damage



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

We may obtain these additional personal data when you:

- participate to our activities, campaigns, programs and projects
- claim or demand with or against PANGASINAN III ELECTRIC COOPERATIVE

3. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us as confidential and secure.

Suppose you supply us with personal data of other individuals (e.g., heirs). In that case, we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data via consent form from the **PANGASINAN III ELECTRIC COOPERATIVE** Data Protection Officer (DPO).

How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as a private institution, including a variety of administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as but not limited to:

1. To file or defend a legal claim on behalf of the Company
2. To comply with legal and contractual obligations and regulatory requirements
3. To provide support the programs and initiatives of public authorities
4. To prepare publications of Cooperative activities

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of **PANGASINAN III ELECTRIC COOPERATIVE** or a third party, among others. We understand that the DPA imposes stricter rules for processing sensitive personal information and privileged information, and we are fully committed to abiding by those rules.



PANELCO III

Pangasinan III Electric Cooperative
Nancayasan Urdaneta City, Pangasinan

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time.

Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. Filing or defending against a legal claim
2. Complying with regulatory requirements and contractual and legal obligations
3. Participating in government programs and initiatives
4. Publications of Cooperative activities, programs and events

How We Store, Retain, and Dispose of your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the **PANGASINAN III ELECTRIC COOPERATIVE** different units or offices. The only people able to access data covered by this policy are those covered under this policy and whose functions necessarily require them to access such data. Rest assured that our use of your personal data will not be excessive. This policy applies to:

- The departments/units of **PANGASINAN III ELECTRIC COOPERATIVE**
- All employees, customers, former employees of **PANGASINAN III ELECTRIC COOPERATIVE**
- All contractors, vendors, suppliers, and other people working on behalf of **PANGASINAN III ELECTRIC COOPERATIVE**

General Staff Guidelines

The only people able to access data are those covered under this policy and whose functions necessarily require them to access such data.

PANGASINAN III ELECTRIC COOPERATIVE will retain your relevant personal data only for as long as necessary to fulfill the purposes outlined in this privacy notice unless a longer retention period is required or permitted by law. Thereafter, your personal will be securely disposed to prevent further processing, unauthorized access or disclosure.



PANELCO III

Pangasinan III Electric Cooperative

Nancayasan Urdaneta City, Pangasinan

Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any matter involving **PANGASINAN III ELECTRIC COOPERATIVE** and data privacy, you may contact **PANGASINAN III ELECTRIC COOPERATIVE** DPO at the e-mail address: dpo@panelco3.com.ph.

Changes in the Privacy Notice

We may, from time to time, make changes to this Privacy Notice. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other PANGASINAN III ELECTRIC COOPERATIVE Policies

Other policies of **PANGASINAN III ELECTRIC COOPERATIVE**, which are not inconsistent with this Privacy Notice, will continue to apply. Suppose any provision of this Notice is found to be unenforceable or invalid by any court having competent jurisdiction. In that case, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.