

Annex A

VIVANT FOUNDATION, INC. College Scholarship Program Data Privacy Consent Form



INTRODUCTION

We, Vivant Foundation, Inc. (the “Foundation”), value the confidentiality of personal data you have entrusted us. This Privacy Policy values and protects your personal data in accordance with the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), other issuances of National Privacy Commission (NPC) and other relevant laws of the Philippines.

Personal data refers to all types of personal information, which, in turn, refers to “any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual”, sensitive personal information and privileged information.

This Privacy Policy tells you how we will process your personal data. It also tells you what steps you can take if you want us to change how we use your personal data, or if you want us to stop using your personal data.

Why do we collect your personal information?

To enable us to consider your applications for scholarship with the Foundation and to be able to perform screening processes. It is important that the Foundation collects, uses, processes, stores and retains your personal data when it is reasonable and necessary.

In particular, we are collecting your information:

1. To consider your suitability for the scholarship grant through a series of evaluations which may include, but are not limited to, technical examination, interviews and background investigation; and
2. To facilitate easier communication about the status of your application.

What type of information do we collect?

We collect information that will the conduct of business processes and compliance to legal requirements.

The following shall be collected from you during your application which contains personal and/or sensitive personal information:

1. Basic personal information such as names, addresses, telephone numbers, and other personal contact details;
2. Sensitive personal information such as age, education and social media account; and Please note that you are responsible for ensuring that all such personal information you submit is accurate, complete and up-to-date.

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How we collect, acquire or generate your information?

We collect your data:

1. When you submit to the Foundation your Application Form and other requirements;
2. When you disclose your personal information through phone calls, emails, SMS or verbal communication with the Foundation's personnel; and
3. Through third parties, including but not limited to, your previous and future schools.

Who we share your information with?

As a general rule, we are not allowed to share your data to third party, except in limited circumstances as noted below.

By giving your consent, you authorize the Foundation to disclose your personal data to accredited/affiliated third parties or independent/non-affiliated third parties, whether local or foreign in any of the following circumstances:

1. As necessary for the proper execution of processes related to the declared purposes in this Privacy Policy.
2. The use or disclosure is reasonably necessary, required or authorized by or under law. This means we might provide your personal data to the following:
 - 2.1 Our parent company, its affiliates, subsidiaries, partner companies, organizations, or agencies including their sub-contractors or prospective business partners that act as our service providers and contractors;
 - 2.2 Law enforcement and government agencies;

However, these companies may only use such personal data for the purpose(s) disclosed in this Privacy Policy and may not use it for any other purpose.

How we protect your information?

We take reasonable steps to make sure that your personal data we collect, use or disclose are accurate, complete, and up-to-date. We strictly enforce our Privacy Policy within Vivant Foundation, Inc. and we have implemented technological, organizational and physical security measures to protect your information we hold from loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction. We put in effect safeguards such as the following:

1. We keep and protect your personal data using secured servers behind a firewall, deploying encryption on computing devices and physical security controls.
2. We restrict access to your personal data only to qualified and authorized personnel who hold your personal data with strict confidentiality.

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Where and how long do we keep your data?

The personal data will be kept in our facilities located in the Philippines after 2 years from Date of application, unless you request your personal data to be deleted in our systems, databases and hard copies immediately. Once deleted, your personal data will no longer be searchable or included in anonymous searches and will be completely removed from all storage locations.

What if there are changes in our Privacy Policy?

From time to time, it may be necessary for the Foundation to change this Privacy Policy. If we change our Privacy Policy, we will post the revised version in our website www.vivant.com.ph and will take effect immediately, so we suggest that you check our website periodically for the most up-to-date version of our Privacy Policy. Rest assured, however, that any changes will not be retroactively applied and will not alter how we handle previously collected personal data without obtaining your consent, unless required by law.

How you can access and erase information we have about you?

To exercise your rights which include right to access, modify, erase and object to processing your personal data within a reasonable time after such request or should you have any inquiries, feedbacks on this Privacy Policy, and/or complaints to Vivant Foundation, Inc., you may reach us through our "Contact Us"/"Customer Service" menu in our website: www.vivant.com.ph, through a written letter or through an email to our Data Protection Officer (DPO).

Our contact details are as follows:

Data Protection Officer

Mr. Grant Clark

9F Ayala Life-FGU Center Cebu Business Park, Cebu City, Philippines

(032) 234-2256

You may also lodge a complaint before the National Privacy Commission (NPC). For further details, please refer to NPC's website: <https://privacy.gov.ph/mechanics-for-complaints/>. Our decisions to provide such access or consider any request for correction, erasure and objection to process your personal data as it appears in our records are always subject to any exceptions under applicable and relevant laws and/or the DPA, its IRR and other issuances of NPC.

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Consent

By signing below, you explicitly and unambiguously consent to the collection, processing and storage of your personal data by Vivant Foundation, Inc. for the purpose(s) described in this Privacy Policy. Please ensure that you have completely read and comprehend the terms above before signing below.

Applicant's Full Name	Applicant's Signature	Date Signed
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For applicants under the age of 18:

Parent's/Guardian's Full Name	Applicant's Signature	Date Signed
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