

PRIVACY NOTICE

ZGLAW (“we, us, our”) is a full service law firm representing and advising a wide array of local and foreign clients in the Philippines. In the course of your engagement with us, we collect information from you, including your personal information. As such, as your legal counsel, we are committed in preserving and managing the privacy and security of your information.

In this Privacy Notice, we lay down the procedure and measures we observe in processing your information that you provide us in the course of our engagement with you in compliance with the *Data Privacy Act* and the rules and regulations issued by the National Privacy Commission.

A. What Information We Collect From You

We will collect information, including but not limited to the following:

- i. Personal information such as your name, address, contact numbers, email address, age, civil status, and nationality.
- ii. Other information, legal and personal, which you provide in order for us to address your legal needs.

We may also collect and process other personal information necessary for the accomplishment of our engagement with you.

We collect your personal information either personally or through our correspondences with you in various communication channels.

We also collect information from you when you fill up the required fields in the “Contact Form” in this website.

B. How We Use Your Information

We will use your information (i) to perform our obligations pursuant to our engagement; (ii) to provide you with any legal updates by way of client advisories and ZGLaw’s activities and services; (iii) to comply with regulatory and legal requirements; and (iv) to perform other processing that may be essential under existing laws and regulations

In the use of your personal information, we will take appropriate measures to protect your information and shall restrict this information to only to our lawyers, paralegals, and staff who are bound to discharge their duties in relation to the your engagement with us.

We may only strictly disclose your information if we are under a duty or under legal obligation to disclose such. Otherwise, the information you disclosed to us is strictly covered under the lawyer-client privilege.

C. Access, Storage, Retention

In the storage of your information, we maintain physical, electronic and procedural safeguards that comply with the relevant laws and regulations to protect your personal information from any unauthorized access and

disclosure. We will restrict access of your personal information to our employees who have a legitimate reason for knowing such information.

We will retain and store the information we collect from you in accordance with the purposes for which it was initially collected, subsequently authorized, or as permitted under applicable laws and until it is no longer necessary for the fulfillment of the purpose/s for which it was obtained and for an additional period of ten (10) years thereafter. After such period expires or as when retention is no longer required, we will destroy your information and, accordingly, ensure that the information is irretrievable and unusable.

E. Your Rights

Pursuant to the Data Privacy Act, we respect and uphold your rights in relation to the collected personal information. For a detailed information about such rights, you may refer to the National Privacy Commission's webpage at <https://privacy.gov.ph/know-your-rights/>.

F. Notice Update

We reserve the right to change or update this Notice at any time by placing a prominent notice on our website or other documents that we provide. Such changes shall be effective immediately upon posting in our website.

G. How To Contact Us

If you have any questions about this Privacy Notice or you want to exercise your rights under the Data Privacy Act, including accessing your personal information, please contact us at zga@zglaw.com.

As of 24 March 2020