

# BONIFACIO INSURANCE BROKER CORPORATION

## PRIVACY STATEMENT

Bonifacio Insurance Broker Corporation (BIBC) ("Bonifacio Insurance Broker Corporation", "We", "us", "our") commits to protect and maintain the privacy of your personal information in accordance with the mandate of the Data Privacy Act of 2012. We will keep secure and confidential all personal and sensitive information that you may provide to Bonifacio Insurance Broker Corporation (BIBC), and/or those that Bonifacio Insurance Broker Corporation (BIBC) may collect from you ("Personal Data").

All types of personal information shall be referred collectively as Personal Data in this site.

**Personal information** 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** refers to personal information:

1. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
2. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or cm-rent health records, licenses or its denials, suspension or revocation, and tax returns; and
4. Specifically established by an executive order or an act of Congress to be kept classified.

This Privacy Statement ("Statement") indicates the manner in which Bonifacio Insurance Broker Corporation (BIBC) collects, uses, processes, maintains, secures, and discloses Personal Data we obtain, or which you may provide through this website, [www.bonifacioinsurance.com.ph](http://www.bonifacioinsurance.com.ph) ("Website").

We may update this Statement from time to time to reflect change(s) in the law and/or our internal standards to better protect your Personal Data and privacy. Bonifacio Insurance Broker Corporation (BIBC) may at any time revise this Privacy Statement by updating this posting. You are bound by such revisions and should therefore periodically visit this page to review the most current Privacy Statement.

By accessing this Website, and submitting your Personal Data through it, you expressly acknowledge that you have read, understood and hereby agree to all of the terms of this Statement and that you have given your consent for us to:

- Process your Personal Data, as provided under applicable laws, regulations, and our policies, for our insurers and surety companies, third party administrators, contractors, service providers, and other authorized third parties' legitimate purpose/s;
- Make your Personal Data available for our insurers and surety companies, contractors, service providers, and other third parties.

### **What We Collect and Process?**

If you are related to us as a policyholder; proposer, prospective or existing client requesting for an insurance quotation, claimant; witness; appointed representative; applicant or other person relating to our business), Personal Data collected about you and your dependents may include:

#### **General and contact information :**

- Your name; address; e-mail and telephone details; gender; marital status; family status; age or date of birth; educational background; physical attributes; activity records, such as driving records; photos; employment history, skills and experience; professional licenses and affiliations; relationship to the policyholder, insured or claimant; and date and cause of death, injury or disability.

#### **Government issued identification number :**

- Passport number; tax identification number; driver's license number; social security number and the like.

#### **Medical condition**

- Current or former physical or mental or medical condition; health status; injury or disability information; medical procedures performed; personal habits (for example, smoking or consumption of alcohol); prescription information; and medical history.

#### **Other sensitive information**

- Information about your criminal record or civil litigation history for underwriting purposes or for preventing, detecting and investigating fraud. We may also obtain sensitive information if you voluntarily provide it to us for purposes of general information disclosure.

### **Marketing preferences and customer feedback**

- You may let us know your marketing preferences, enter a contest or prize draw or other sales promotion, or respond to a voluntary customer satisfaction survey.

### **When Do We Collect Your Personal Data?**

We may collect your Personal Data in a variety of ways, including, but not limited to, when you:

- Visit our Website
- Contact us by sending an inquiry whether by placing a call, sending an SMS, sending an email or leaving a comment, or providing feedback at our Website
- Do any transaction through our Website such as when you subscribe for information on our products; participate in any of our online activities, etc.

Personal information of other individuals

By providing Personal Information to Bonifacio Insurance Broker Corporation (BIBC) regarding other individuals who have given consent to such disclosure, you agree: (a) to inform the individual about the content of this Privacy Policy; and (b) to obtain any legally-required consent for the collection, use, disclosure, and transfer of Personal Information about the individual in accordance with this Privacy Policy.

Non-Personal Identifiable Information

As you navigate around and interact with the Website, we may collect non-personal identifiable information about you. Non-personal identifiable information may include the following:

- Information about your computer/device and internet connection, as well as IP address, operating system, and browser type
- Details of your visit to the Website (e.g. pages and internal links accessed on our Website, search terms that you used, date and time you visited the Website, time spent on the Website pages, and other statistics)
- Non-personal identifiable information collected may be used for analysis and evaluation in order to help us improve the services and products we provide.

## **Web Browser Cookies**

Our Website uses “cookies” to allow us to help you navigate efficiently to obtain the information and services you need and to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them to help personalize the content presented to the user based on history. You may choose to set your web browser to refuse cookies, or to alert you when cookies are being sent. If you do so, note that some parts of the Site may not function properly.

## **How will Bonifacio Insurance Broker Corporation (BIBC) Use and Disclose Collected Personal Data?**

Bonifacio Insurance Broker Corporation (BIBC) collects and uses Personal Data for the following purposes:

- To respond to your inquiries and fulfill your requests, such as to send you quotations or other documents you request ;
- To send you important information regarding our relationship with you or regarding the Website, changes to our terms, conditions and policies and/or other administrative information (where applicable); and
- For our business purposes, such as data analysis, audits, developing new products, enhancing our Website, improving our products and services, identifying Website usage trends, personalizing your experience on the Website by presenting products and offers tailored to you, and determining the effectiveness of our promotional campaigns.

We may also disclose information collected through the Website:

- To insurers and/or surety companies; third party administrators,
- To our service providers, contractors and other third parties who provide services to support our business and who are bound by contractual obligations to keep Personal Data confidential and use it only for the purposes for which we disclose it to them;
- To government and law enforcement agencies and regulatory bodies;
- To comply with orders of courts, government agencies, regulatory bodies, and
- with applicable laws and regulations;

- If we believe disclosure is necessary or appropriate to protect the rights, property or safety of Bonifacio Insurance Broker Corporation (BIBC), officers, employees, customers, or other third parties;
- To a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business or assets, whether as a going concern or as part of bankruptcy, liquidation or similar proceeding, in which Personal Data held by Bonifacio Insurance Broker Corporation (BIBC) about our Website users is among the assets transferred; and
- To conduct investigations or breaches of Bonifacio Insurance Broker Corporation (BIBC)'s internal policies, laws and regulations, enforce appropriate sanctions and pursue legal actions if necessary.

The email address Users provide may be used to respond to their inquiries, and/or other requests or questions. If User decides to opt-out to our mailing list, they will not receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email or User may contact us via our Site.

### **How will Bonifacio Insurance Broker Corporation (BIBC) protect your Personal Data?**

We adopt appropriate data collection, storage and processing practices and have set up an adequate organizational, physical and technical security measures to protect the confidentiality, integrity, and availability of your Personal Data and secure against unauthorized access, alteration, fraudulent misuse, disclosure, destruction and/or any other unlawful processing of your Personal Data stored on our Website.

Unfortunately, no data transmission over the Internet or data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you have with us has been compromised), please immediately notify us of the problem by contacting us in accordance with the "Contacting Us" section below.

### **How can you Access, Change, or Delete Your Personal Data?**

You are entitled to certain rights in relation to the Personal Data collected from you, including the right to access and correct your Personal Data being processed.

If you would like to review, correct, update, or delete the Personal Data that you have provided to us via the Website, please contact us via sending an email to [bibc@bonifacioinsurance.com.ph](mailto:bibc@bonifacioinsurance.com.ph) with

the subject "CHANGE OF PERSONAL DATA DETAILS – YOUR NAME" . We will try to respond to your request within a reasonable amount of time.

### **Retention Period**

Bonifacio Insurance Broker Corporation (BIBC) and/or its duly authorized third party shall retain the Personal Data for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

### **Third Party Websites**

This Privacy Statement does not address, and we are not responsible for the privacy, information, or other practices of any third parties, including any third party operating any site or web property (including, without limitation, any application) that is available through this Website or to which this Website contains a link. The availability of, or inclusion of a link to, any such site or property on the Website does not imply endorsement of it by us.

### **Website Visitor under the Age of 18**

This Website is not directed to individuals under the age of eighteen (18), and we request that these individuals not provide Personal Data through the Website.

### **Don't Want to Receive Marketing Related Emails and Messages**

If you don't want to receive any marketing related emails and messages from BIBC, please contact us via sending an email to [bibc@bonifacioinsurance.com.ph](mailto:bibc@bonifacioinsurance.com.ph) cross copied to [rmsantos@bonifacioinsurance.com.ph](mailto:rmsantos@bonifacioinsurance.com.ph) with the subject "UNSUBSCRIBE FROM EMAILS/MESSAGES – <YOUR NAME>". Please take a moment to let us know why you no longer want to hear from us.

Should you in the future want to continue receiving marketing related emails and messages from BIBC, send an email to [bibc@bonifacioinsurance.com.ph](mailto:bibc@bonifacioinsurance.com.ph) with the subject "SUBSCRIBE TO EMAILS/MESSAGES – <YOUR NAME>".

## **Changes and Updates**

Our Privacy Policy may change from time to time. Privacy policy changes shall be posted on this page as the need arise and we encourage you to check for updates on this page from time to time.

Your continued use of the service of this site after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

## **Contacting Us**

If you have any questions and/or concerns about this Privacy Statement, the practices of this Website, or your dealings with this Website, or your rights in relation thereto under the Data Privacy Act of 2012, please contact Bonifacio Insurance Broker Corporation (BIBC)'s Data Protection Officer at the following: [dpo2023@bonifacioinsurance.com.ph](mailto:dpo2023@bonifacioinsurance.com.ph) and +632-6318352.