

**Dear Valued Client,**

In compliance with Republic Act ("R.A.") No. 10173, otherwise known as the "**Data Privacy Act of 2012**", **New San Jose Builders, Inc. ("NSJBI")** would like to secure your consent on the use of your personal information<sup>1</sup> and/or sensitive personal information<sup>2</sup> (both herein called as "personal information") which we will and have gathered during the course of your transaction/s with NSJBI.

Upon your consent, your personal information may be collected, held, processed, stored, used, or disclosed among employees, members, or officers of NSJBI, government authorities, and to third parties,<sup>3</sup> whenever necessary, for the following purposes: (1) securing or updating your account/s; (2) processing of in-house financing, if applicable; (3) processing of external financing, if applicable; and (4) other legitimate and analogous transactions concerning your account/s which you and/or your authorized representative have requested from us.

Your consent will allow any employees, members, or officers of NSJBI to process your current and future transactions more efficiently, with less inconvenience on your part. As your developer, be assured that NSJBI is committed in ensuring that all transaction/s relative to your account/s with us is/are processed efficiently while securing the confidentiality of your personal information against unauthorized use or disclosure.

If you also wish to access, update, correct, withdraw your consent, or should you have any questions regarding the handling of your personal information, you may visit our office anytime during office hours. You may also visit the website of the National Privacy Commission at <https://www.privacy.gov.ph> where you may also find the Data Privacy Act of 2012 as your reference.

Thank you very much.

Sincerely yours,

**New San Jose Builders, Inc. Management**

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### **DATA PRIVACY CONSENT**

I hereby allow New San Jose Builders, Inc. ("NSJBI") to collect, hold, process, use, store, or disclose my personal information, whenever necessary, among its officers and employees, government authorities, and to necessary third parties relative to my account/s with the company for the purpose of processing my transaction/s which I and/or my authorized representative have requested.

Signed this \_\_\_ day of \_\_\_ 20 \_\_\_ at \_\_\_\_\_ City.

\_\_\_\_\_  
**Account Owner's Signature over Printed Name**

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<sup>1</sup> *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. (Section 3(g), R.A. 10173)

<sup>2</sup> *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 current 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. (Section 3(1), R.A. 10173)

<sup>3</sup> eg. to banks or HDMF PAG-IBIG but limited only to necessary and material information in furtherance of the transaction.