



## PRIVACY POLICY

### CAMCI Privacy Statement

We, **Cocolife Asset Management Company, Inc. (CAMCI)**, uphold an individual's data privacy rights and assures that all your personal information, sensitive personal information and privileged information (collectively, "Personal Data"), collected and to be collected, are processed in accordance with Republic Act No. 10173, known as the "Data Privacy Act of 2012" (DPA) and its Implementing Rules and Regulations issued by the National Privacy Commission (NPC).

Personal data refers to all types of personal information, sensitive personal information and privileged information. 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".

This Privacy Statement provides information on how we collect, use, manage and secure your personal information necessary to serve you better.

### Why do we collect your personal data?

To enable us to perform our processes related to your investment, other products and services, it is important that **CAMCI** collects, uses and stores your personal data.

### What kind of personal data we collect?

Vital to our service is the collection of your personal data. This includes information such as:

- Name, gender, date of birth, birthplace, address, telephone/mobile no., email address;
- Occupation, sources of funds, name of employer, nature of business, contact no.;
- Nationality or citizenship, civil status, TIN, SSS or GSIS;
- Other government IDs such as PRC, UMID, driver's license or passport;
- Specimen signatures;
- Bank Account No. which may be used to deposit the proceeds of redemption as decided by the investor;
- Selfie photo with Government ID for online KYC in place of face-to-face meeting. Client online verification will be through video call or audio call as preferred by investor.

When you provide information other than yours, you certify that you obtained their consent to disclose and process those information of your parents, spouse, children, or about another person. You also certify that all personal data you submit is accurate, complete and up-to-date.

### How we collect your personal data?

**CAMCI** collects your personal data when you:

- Fill-out the Account Opening Form, Signature Card and Purchase Form when you invest with us;
- Fill-out order form to add or redeem your investment;
- Amend your personal information;
- Communicate with us by responding to our letters, marketing materials or providing feedbacks.
- Visit our website ([www.cocolifeasset.com](http://www.cocolifeasset.com)) to register, view your statement of account, answer investor questionnaire for risk profiling or send a message. For that, you need to provide us with your full name, date of birth, e-mail address and contact number. We use **cookies** to make it easier for your browsing experience but you may delete or block it from the website.

### COOKIES and Related Technologies

A cookie is small piece of file that originates from a website. It is transferred to the user's hard drive to record the user's browsing activity. These are designed to remember pieces of information when users enter certain websites. Essentially, cookies will help you in browsing our site easier by, among other things, saving your name, addresses, passwords and other references. Most web browsers are set to automatically accept cookies, but you have the option to refuse all cookies or indicate when a cookie is being sent. However, if you choose not to accept cookies, you may experience some delay in browsing our website, it will not function properly or may be considerably slower.



**How we preserve and protect your personal data?**

To maintain the integrity and confidentiality of your personal information, we have implemented measures to secure and protect it from theft, loss, penetration or breach. We put in place organizational, physical and technical security measures necessary to protect your personal information:

- Use of secured servers, firewalls, encryptions and other latest security tools;
- Limited access to personal information to duly authorized processors;
- Maintaining a secured server operating environment by performing regular security patch update and server hardening.

**How we use and share your personal data?**

**CAMCI** uses the personal data you submit to us, fairly and lawfully, only to:

- Process, administer and approve your investment and other transactions;
- Arrange the products and services we offer that you availed from us;
- Communicate our latest products, services, promos and events that will enhance your client experience;
- Respond immediately to your needs, requests, queries and complaints;
- Comply with the law and all legal orders and processes;
- Perform the necessary processes in conducting due diligence and documentation;
- Any other purpose relating to any of the above.

**We may share your personal data only to the extent that is reasonable and necessary, to:**

- Our officers and staff handling your investment transactions and requests;
- Our affiliates, partners, and other related parties;
- Any third-party service providers performing financial, administrative, technical and other related services;
- Government institution and other competent authorities which by law, rules or regulations requires us to disclose;
- Person or entity that we contractually entered with, that ensures the confidentiality standard we implement and adhere to the DPA;
- Any person that fall within matters of public concern, in order to carry out functions of public authority only to the extent of collection and further processing consistent with a constitutionally or statutorily mandated function pertaining to law enforcement, taxation and other regulatory function.

**Your rights as a Data Subject under the DPA:**

1. Right to be informed
2. Right to object
3. Right to access
4. Right to correct
5. Right to rectification, erasure or blocking
6. Right to damages
7. Right to data portability

**Where and how long do we store your personal data?**

Your personal data will be stored in a secured electronic database system and documents or hard copies submitted to us will be kept in locked filing cabinets which are accessible only to authorized officers and staff of the company. We will delete your records from our database system and effect the destruction of hard copies of your files only after five (5) years from the date it was closed or fully redeemed. Once deleted, your personal data will no longer be accessible.

**What if there are updates/changes in our Privacy Policy?**

**CAMCI** may periodically update or amend its Privacy Policy in order to adhere to new and existing laws affecting the DPA, including any change or improvement we establish to secure your personal information. If we amend our Privacy Policy, we will post the updated version and date of revision in our website: [www.cocolifeasset.com](http://www.cocolifeasset.com) and will take effect immediately. Rest assured, however, that any updates or changes shall not alter how we handle previously collected personal data without obtaining your consent, unless required by law.



**Cocolife Asset Management Company, Inc.**

**Contact us:**

For your inquiries or feedbacks on this Privacy Policy and/or complaints, you may contact our **Data Protection Officer** at:

**ATTY. REX D. LAMPA**

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