

This Privacy Policy explains how **PTT Philippines Corporation** (“we,” “us,” “our”) collects, uses, shares, stores, and protects personal information when you visit pttorphilippines.com, in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its Implementing Rules and Regulations. Processing of personal information shall adhere to the principles of transparency, legitimate purpose, and proportionality.

1) Personal Information We Collect

Depending on how you use the Website, we may collect:

- **Identifiers and contact details:** name, email address, contact number
- **Business information:** company/restaurant name and related information you provide
- **Inquiry details:** information you submit through forms, inquiries, requests, or messages
- **Technical and usage data:** IP address, browser type, device information, pages visited, and other Website usage data (e.g., via cookies or similar technologies, if used)

We collect only information that is **adequate, relevant, and not excessive** for the purposes stated below.

2) Why We Collect Your Information (Purposes)

We process your personal information to:

- Respond to your inquiries, requests, or concerns
- Prepare and send quotations; provide products and services; and manage customer relations
- Improve the Website’s performance, content, and user experience
- Send service-related notices (e.g., updates related to your inquiry or transaction)
- Comply with applicable legal and regulatory requirements and to establish, exercise, or defend legal claims, when necessary

3) Legal Bases for Processing

We process personal information only when permitted by law, such as when:

- **You have given consent**, where required; and/or,
- Processing is **necessary for a contract** or to take steps at your request prior to entering into a contract; and/or,
- Processing is **necessary to comply with a legal obligation**; and/or,
- Processing is **necessary for our legitimate interests**, except where overridden by your fundamental rights.

4) How We Process and Protect Your Information

We process personal information through manual and/or electronic means. We implement **reasonable and appropriate organizational, physical, and technical measures** to protect personal information against accidental or unlawful destruction, alteration, disclosure, and other unlawful processing.

5) Sharing / Disclosure of Personal Information

We **do not sell** your personal information. We may share personal information with:

- **Service providers/processors** that help us operate the Website or provide services (e.g., website hosting, email service providers, customer relationship tools, analytics providers), under contractual and confidentiality/security safeguards; and/or
- **Government authorities** or other parties when disclosure is required by law, regulation, lawful order, or to protect our rights and interests.

We may use service providers that store or process data outside the Philippines. Where applicable, we will take reasonable steps to ensure appropriate safeguards consistent with the Data Privacy Act and NPC guidance.

6) Data Retention

We retain personal information only for as long as necessary to fulfill the purposes stated in this Policy, or for the establishment, exercise, or defense of legal claims, or for legitimate business purposes, or as required by law.

After the retention period, we securely dispose of or anonymize personal information to prevent further processing or unauthorized access.

7) Your Rights as a Data Subject

Subject to the requirements, conditions, and exceptions under the Data Privacy Act, you may have the right to:

- **Be informed** about the processing of your personal information
- **Access** your personal information
- **Request correction/rectification** of inaccurate or incomplete information
- **Object** to processing (including for direct marketing, if applicable)
- **Withdraw consent**, where processing is based on consent
- **Request erasure/blocking** of your personal information in appropriate cases
- **Lodge a complaint** with the National Privacy Commission (NPC), when applicable

To exercise your rights, please contact us using the details below. We may need to verify your identity before acting on your request.

8) Cookies and Similar Technologies

We do not use cookies that collect personal information.

9) Changes to This Privacy Policy

We may update this Policy from time to time. We will post the updated version on this page and revise the “Last Updated” date. If changes are material, we will provide additional notice when reasonably practicable.

10) Contact Us

If you have questions or requests regarding this Privacy Policy or your personal information, you may contact:

PTT PHILIPPINES CORPORATION

Data Protection Officer (DPO) / Privacy Contact: Mr. Amancio Joaquin

Email: mancy.joaquin@pttphils.com

Phone: (Contact Number)

Address: 32F LKG Tower, 6801 Ayala Avenue, Makati City

*By using the Website and submitting your information, you acknowledge that you have read and understood this Privacy Policy.