

## **eHub System Privacy Statement**

### **DESCRIPTION OF SERVICES**

“Employee Hub System to be known as “eHub” refers to Pilmico Foods Corporation and Pilmico Animal Nutrition Corporation (collectively as “Pilmico”) as the Personal Information Controller, as defined under Republic Act No. 10173 or the Data Privacy Act of 2012 of the Philippines, responsible for ensuring the privacy of the personal information you provide through the use of this delivery website. As such a Personal Information Controller, we process your personal information in accordance with the Data Privacy Act of 2012 and this statement.

### **THE INFORMATION WE COLLECT**

We auto pull-up the data from the RAMCO System and transfer to the eHub System. These data include your employee name, employee number, email address, employee team leader, expense request amount, expense request purpose, expense transaction dates, expense supporting documents, employee bank account name and employee bank account number.

We may collect and process additional personal data from you while submitting your supporting documents in the system like receipts, medical reimbursement, prescriptions and other information relevant to the liquidation and reimbursement processes.

If you provide these data, you understand and agree that we will use such information for purposes described below in the “HOW WE USE THE INFORMATION WE COLLECT ” section.

In general, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

The access to the system is via google authentication using the corporate email address.

### **HOW WE USE THE INFORMATION WE COLLECT**

We require this information for the following purposes:

- To organize processing of employee cash advance, liquidation, reimbursement and/or petty cash request
- To organize approval of FINLOA approvers
- To expeditious review of request validators

We do not share your information outside the list of authorized personnel and even the third party provider of our cloud provider.

We will keep your information for as long as necessary unless you request the deletion of your information, after which these will be securely deleted. However, we may retain your information when required by law.

Should you wish to have your Personal data deleted and destroyed or you wish to withdraw your consent in the processing of your personal information, you may do so by contacting us.

### **SECURITY AND RETENTION OF PERSONAL INFORMATION**

We are committed to ensuring that your Personal Data is kept secure. Infeedo has implemented suitable and adequate organizational, physical and technical security measures, policies and procedures in place intended to reduce the risks of accidental destruction or loss, or the unauthorized disclosure or access to such information which are appropriate and adequate to the nature of the Personal Data we collect.

We may retain your Personal Data only for as long as necessary for legitimate business purposes, to comply with laws, regulations, or lawful court order, or to establish or defend a legal action.

### **NOTIFICATION OF CHANGES**

We recommend that you check this privacy notice every time you visit our website or mobile applications as we may update this privacy notice from time to time, by posting the amended notice on this page. Any changes will be effective when posted.

### **REQUESTS, ACCESS, RE COURSE AND QUESTIONS REGARDING THIS PRIVACY STATEMENT**

You are entitled to request that we:

1. provide you with a copy of your Personal Data that we hold and you have the right to be informed of: (a) the source of your Personal Data; (b) the purposes and methods of processing; (c) the data controller's identity; and (d) the entities or categories of entity with whom your Personal Data may be shared;

2. cease processing your Personal Data, in whole or in part, as you direct us, for any purpose, save to the extent it is lawful to do so without consent under the Data Privacy Act of 2012;
3. do not transfer your Personal Data to third parties for the purposes of direct marketing or any other purposes you have not consented to;
4. correct any errors in your personal Data; and
5. update your personal Data as required.

If you have questions, concerns or complaints regarding our compliance with the Data Privacy Act of 2012 or if you wish to exercise your rights to access, rectification, object, portability or deletion in instances allowed under the law, you may contact us through our Data Privacy Officer by way of any of the following channels:

**Pilmico Data Protection Officer**

Mailing Address: 9th Floor, NAC Tower, 32nd Street, Bonifacio Global City, Taguig City 1634, Phils.

Email Address: [pilmico.dpo@aboitiz.com](mailto:pilmico.dpo@aboitiz.com)

Please use the following subject format: Inquiry on Data Privacy

To know more about exercising your rights as data subject, please visit  
<https://www.pilmico.com/privacy-statement>

**Effectivity Date: March 2023**