

PRIVACY NOTICE AND CONSENT DECLARATION

SMALL BUSINESS CORPORATION ("SBCorp," for brevity) is committed to provide you with the services pursuant to R.A. 6977, as amended by R.A. 8289, and further amended by R.A. 9501 while implementing safeguards to protect your privacy and keep your personal data safe and secure.

SBCorp will likewise secure your consent and authorization for purposes of verification of the information and documentation you have submitted with our accredited partners including your distributors and/or suppliers.

Processing of your Personal Data

By signing this document, you authorize us to collect, store, transmit, use, distribute, disclose, share, retain, dispose, destroy, and process the Personal Information and/or Sensitive Personal Information contained in your loan application or any other form or document that you or your authorized representative submitted or will submit to SBCorp or any of its authorized agent/s or representative/s , which may include the following:

- a) Full name
- b) Birthdate
- c) Residential Address
- d) Mobile number
- e) Email Address
- f) Business Name
- g) Business Address
- h) Sales for the past 12 months
- i) Account Code with suppliers and/or distributors
- j) Loan Amount and outstanding Loan Amounts during the term of the Loan
- k) Loan Repayment Terms & Mode
- l) Date and Mode of Release of Loan Proceeds throughout the term of SBC credit facility
- m) Bank Name
- n) Bank Account Number or Electronic Money Number
- o) Government Issued ID
- p) Barangay/Mayor's Permit for 2019 and 2020

Purpose for Collection of Personal Information

- a) To process your loan application under the STAPLES Program and other transactions with SBCorp;
- b) To administer all your loan-related documentations with SBCorp;
- c) To share and verify the information and documents you submitted to SBCorp to concerned government agencies, such as but not limited to the Bangko Sentral ng Pilipinas (BSP), Bureau of Internal Revenue (BIR) and other regulatory authorities;
- d) For risk assessment, banking, credit, financial and other background checks and reviews;
- e) To share with third parties like SBCorp's accredited partners in its STAPLES Program including the accredited partners' distributors/suppliers;
- f) To undertake activities related to SBCorp's services such as, but not limited to, customer service and conduct of surveys, research, reports, profiling and data analytics;
- g) To perform internal management and management reporting; and,
- h) Other purposes as may be mandated and/or allowed by law.

Data Protection & Retention of Your Data

SBCorp shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data collected. The collection of information shall only be done through secure means, *i.e.*, SBCorp's online platform and website, in person at SBCorp's offices, via recorded line through Customer Care Hotline. Your information may continue to be retained for ten (10) years from the conclusion of your loan transaction with SBCorp or until the expiration of the retention limits set by applicable laws, whichever comes later.

Your Rights as Data Subjects

- A. Be informed on whether your personal information shall be, are being, or have been processed;
- B. Reasonable access to their Personal Information upon written demand;
- C. Dispute the inaccuracy or error in the personal information and have SBCorp correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable;
- D. Request to suspend, withdraw or order the blocking, removal, or destruction of your personal information from SBCorp's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes, or are no longer necessary for the purposes for which they were collected;
- E. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal information; and
- F. Right to data portability - where personal information is processed by electronic means and in a structured and commonly used format, you have the right to obtain from SBCorp a copy of data undergoing processing in an electronic or structured format.

Contact Information

If you have any cause for complaint about our use of your personal data, please contact us using the details provided below.

Data Protection Officer

Small Business Corporation
17th, 18th, 19th (Unit 1903) Floors,
139 Corporate Center, Valero Street,
Salcedo Village, Makati City 1227
Telephone Number: 8751-1888
Email Address: sbc-dpo@sbcorp.gov.ph

I have read this form, understood its contents, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

I further consent and authorize SBCorp to share and verify the information and documents I submitted with SBCorp's accredited partners including its distributors/suppliers as well as with concerned government agencies, such as but not limited to the Bangko Sentral ng Pilipinas (BSP), Bureau of Internal Revenue (BIR) and other regulatory authorities.

Name & Signature

Date: _____

COOKIE POLICY

Last updated October 18, 2021

INTRODUCTION

SMALL BUSINESS CORPORATION may use cookies, web beacons, tracking pixels, and other tracking technologies when you visit our website <https://brs.sbcorp.ph>, including any other media form, media channel, mobile website, or mobile application related or connected thereto (collectively, the "<https://brs.sbcorp.ph>") to help customize the Site and improve your experience.

We reserve the right to make changes to this Cookie Policy at any time and for any reason. We will alert you about any changes by updating the "Last Updated" date of this Cookie Policy. Any changes or modifications will be effective immediately upon posting the updated Cookie Policy on the Site, and you waive the right to receive specific notice of each such change or modification.

You are encouraged to periodically review this Cookie Policy to stay informed of updates. You will be deemed to have been made aware of, will be subject to, and will be deemed to have accepted the changes in any revised Cookie Policy by your continued use of the Site after the date such revised Cookie Policy is posted.

USE OF COOKIES

A "cookie" is a string of information which assigns you a unique identifier that we store on your computer. Your browser then provides that unique identifier to use each time you submit a query to the Site. We use cookies on the Site to, among other things, keep track of services you have used, record registration information, record your user preferences, keep you logged into the Site, and track the pages you visit. Cookies help us understand how the Site is being used and improve your user experience.

TYPES OF COOKIES

The following types of cookies may be used when you visit the Site:

Analytics Cookies

Analytics cookies monitor how users reached the Site, and how they interact with and move around once on the Site. These cookies let us know what features on the Site are working the best and what features on the Site can be improved.

Our Cookies

Our cookies are "first-party cookies", and can be either permanent or temporary. These are necessary cookies, without which the Site won't work properly or be able to provide certain features and functionalities. Some of these may be manually disabled in your browser, but may affect the functionality of the Site.

Personalization Cookies

Personalization cookies are used to recognize repeat visitors to the Site. We use these cookies to record your browsing history, the pages you have visited, and your settings and preferences each time you visit the Site.

Security Cookies

Security cookies help identify and prevent security risks. We use these cookies to authenticate users and protect user data from unauthorized parties.

Site Management Cookies

Site management cookies are used to maintain your identity or session on the Site so that you are not logged off unexpectedly, and any information you enter is retained from page to page. These cookies cannot be turned off individually, but you can disable all cookies in your browser.

CONTROL OF COOKIES

Most browsers are set to accept cookies by default. However, you can remove or reject cookies in your browser's settings. Please be aware that such action could affect the availability and functionality of the Site.

For more information on how to control cookies, check your browser or device's settings for how you can control or reject cookies, or visit the following links:

[Apple Safari](#)

[Google Chrome](#)

[Microsoft Edge](#)

[Microsoft Internet Explorer](#)

[Mozilla Firefox](#)

[Opera](#)

[Android \(Chrome\)](#)

[Blackberry](#)

[Iphone or Ipad \(Chrome\)](#)

[Iphone or Ipad \(Safari\)](#)

In addition, you may opt-out of some third-party cookies.

OTHER TRACKING TECHNOLOGIES

In addition to cookies, we may use web beacons, pixel tags, and other tracking technologies on the Site to help customize the Site and improve your experience. A "web beacon" or "pixel tag" is tiny object or image embedded in a web page or email. They are used to track the number of users who have visited particular pages and viewed emails, and acquire other statistical data. They collect only a limited set of data, such as a cookie number, time and date of page or email view, and a description of the page or email on which they reside. Web beacons and pixel tags cannot be declined. However, you can limit their use by controlling the cookies that interact with them.

Contact Information

If you have any questions and /or concerns regarding your personal information, you may contact our Data Privacy Officer through the following contact details:

Data Privacy Officer

SMALL BUSINESS CORPORATION

17th, 18th and 19th (Unit 1903) Floors, 139 Corporate Center

Valero St., Salcedo Village, Makati City 1227

Phone number: 8751-1888

Email address: sbc-dpo@sbcorp.gov.ph