

Waterfront Hotels and Casinos (herein referred to as "Waterfront", "We", "Our", "Us") is committed to protecting your privacy in compliance with the 2012 Data Privacy Act of the Philippines, its Implementing Rules and Regulations, and other issuance of the National Privacy Commission.

This data privacy statement applies to all applicants, either for regular position or for internship, who's Personal Data are processed by Waterfront Hotels and Casinos.

This statements outlines how we collect, use, retain, disclose, and dispose your personal information, as well as the security measures we have employed to protect the privacy of your information. In addition, it also enumerates your rights as a data subject and how you can exercise these.

We may amend this statement from time to time and the updated version shall apply and supersede any and all previous versions. We will inform you through email to keep you up to-date of the changes in our privacy policy.

A. Collection of Personal Data

We collect your personal information from the following sources:

- You, the candidate
- The relevant recruitment agency, from which we collect information you provided on your resume or curriculum vitae as part of the application process with them.
- The relevant recruitment platform; LinkedIn, Jobstreet and, our official website/ email address.

In collecting your personal information, we obtain your name, age, date of birth, educational background, and employment history, among others. In addition, we may also obtain your personal information from the character references you have provided, previous employer (if applicable).

In addition, when you submit your job application to our recruitment third parties (e.g. LinkedIn, Jobstreet), our responsibility in securing your personal data shall commence from the time that we acknowledge receipt of your application.

In case we approve your application, additional information/ documents may be requested from you relevant to processing your employment.

You have the option to choose which personal information you are comfortable to share with us. However, if you choose not to provide the personal information that we need/mandatory in processing your application, we may not be able to process your application.

B. Use of Personal Data

Your personal information will be used throughout Waterfront Hotels and Casinos for the purpose of employment consideration. This will be used to assess your qualifications for the available positions or for the job that you are applying for, and to contact you for further evaluation.

We may also use your information to (1) plan, organize, and run our business, including our services and your work, (2) coordinate and collaborate with our clients and other employees across all properties of Waterfront Hotels and Casinos, and (3) as a technology enabled business, we may use your information to the extent necessary to operate, administer, manage, improve and analyze performance and use of the IT systems and applications across all properties of Waterfront Hotels and Casinos. This includes monitoring the use of those systems and applications for security purposes and for any compliance purposes. Notwithstanding the above, we may process your Personal Data without your consent for any other purpose to comply with any other relevant regulations applicable.

C. Sharing and Disclosure of your Personal Data

We may share your personal information across Waterfront Properties, with our accredited third parties, if so required by your transaction with us, or to government agencies as required by relevant laws and regulations.

We ensure that personal information shared through email or by any other electronic means are protected with the controls employed within our IT systems and with the other controls in place to mitigate the risk of data breaches. We ensure that all our employees across all properties are well-informed of the Data Privacy Act and their responsibilities as Personal Information Controllers/Processors, particularly in receiving and transferring of information.

D. Retention and Disposal of your Personal Data

We may retain your personal data in various forms such as paper file or electronic file on your application. Only authorized personnel and yourself are allowed to access your personal data for security purposes. All of your personal data collected will be filed in a designated folder, which will be stored in a locked storage room for the security and protection of your personal information, or IT Systems, which are secured with usernames and passwords where access is limited to authorized employees only.

If we approve your application and you accept our job offer, we will retain your information within two (2) years from the date of your separation from the Company, either voluntary or involuntary, for record purposes.

However, if your application is not continued, we will retain your information for **12 months** from the date of application for records purposes and for future sourcing or potential employment. However, we may extend the retention period if so required by applicable laws or regulations.

After the retention period specified above, we are no longer responsible to keep and provide you with your Personal Data/documents. Personal Data will be purged through shredding or any other manner which would prevent further processing of your Personal Data, provided that disposal is authorized by the PRD Manager or Corporate PRD Director. If we wish to retain your personal information beyond the period specified above, on the basis that a further opportunity may arise in the future and we may wish to consider you for that, we will seek your consent to retain such personal information for a certain period.

E. Your rights as Data Subjects

The Hotel acknowledges your rights as data subjects. Thus, customers are entitled to perform any of the following:

- Request a copy of your information or access your information,
- Request for the correction/rectification or deletion of your information,
- Object/Restrict processing of your information, and
- File a complaint with the National Privacy Commission (NPC).

For further knowledge and reference about your rights as data subjects and how can you exercise them, you may visit NPC's official website at <https://privacy.gov.ph/>.

F. Notification in case of breach

In the event your Personal Data is breached, we are prepared to follow any laws and regulations which would require us to notify you of such breach including the quality of information affected.

G. Where do I go for further information?

If you have questions about how we use your information and for further information and guidelines about our Privacy Policy, you may visit our website at www.waterfronthotel.com.ph or you may contact our Data Protection Team headed by Mr. Jason T. Lim, Data Protection Officer at j.lim@waterfronthotels.net