

DATA PRIVACY NOTICE

UNDER Data Privacy Act of the Philippines
(RA No 10173)

Montemar Beach Club Corporation (collectively referred to as "the Club", "we", "us" or "our") recognizes the importance of protecting your Personal Data.

This statement is one way of sustaining your trust in our Club, our products, our facilities, our services and our people. Our privacy statement describes how we collect, protect and manage information from you through our information systems, processes, our social media pages and our website.

The Club respects the confidentiality of Personal Information and is committed to comply with the Philippine Data Privacy Act of 2012. We value data privacy rights and we will make sure that all personal information collected from our members, guests, visitors, suppliers, vendors, partners, clients, employees, associates and other stakeholders, are processed in adherence to the general principles of transparency, legitimate purpose and proportionality.

DATA COLLECTION PROCEDURES

The Club documents its personal data collection and processing procedures through different divisions and departments such as Management Information System, Front of the House, Back of the House, Administration, Human Resources, Health and Safety, Security, and Finance, and all other divisions and departments of the Club

The Club shall ensure that such procedures are updated and that the consent of the data subjects is properly obtained. Such procedures will be regularly monitored, modified, and updated to ensure that the rights of the data subjects are respected and that the collection is done fully in accordance with the Data Privacy Act and other applicable laws and regulations.

DATA USAGE, STORAGE, ACCESS, DISCLOSURE AND SHARING

The Club shall ensure that usage, storage, access, disclosure and sharing of personal information collected shall be done in accordance with Data Privacy Act and other applicable laws and regulations.

DATA RETENTION SCHEDULE

a. The Club will not maintain personal data for a period longer than necessary and/or proportionate to the purposes or intent for which such data was collected.

b. The Club shall be responsible for developing measures to determine the applicable data retention schedules, as well as to safeguard the destruction and disposal of such personal data in accordance with the Data Privacy Act and other applicable laws and regulations.

YOUR RIGHTS

YOUR RIGHTS As provided under the Data Privacy Act, you have the following rights in connection with the processing of your personal data: right to be informed, right to object, right to access, right to rectification, right to erasure or blocking, and right to damages.

By providing the Club with your personal information in the use of any of our products, facilities and services as described in this Privacy Policy, you have explicitly authorized and consented to our collection, use, access, transfer, storage and processing of said personal data.

Any concerns or inquiries with respect to your Personal Data may be sent to our designated Data Privacy Officer, with the following contact details below:

Data Protection Officer 

+63 917-5877-488/+63 916-486-1586 

dpo@montemar.com.ph 

Montemar Beach Club 



**DATA PRIVACY CONSENT FORM of Reservation
UNDER Data Privacy Act of the Philippines RA 10173**

By providing the details requested by Montemar Beach Club, I hereby freely, willfully, and voluntarily give my full consent to the collection, storage, processing, use, recording, organization, updating, modification, retrieval, consultation, consolidation, blocking, erasure, and destruction (collectively referred to as "Use") by Montemar Beach Club, its officers, employees, agents, representatives, and personnel as well as its extension offices (collectively referred to as "Club") of any or all sensitive, personal, and privileged information.

I disclose to the Club for the purpose of:

Purpose of Data Collection

- To verify your identity and provide personalized services.
- To communicate with you regarding your inquiries, transactions, and updates.
- To ensure compliance with legal and regulatory requirements.
- To improve our services and operations through data analysis.

Data Subjects

- Members
- Sponsored Guests

Data to Be Collected

- Contact information (e.g., name, address, phone number, email).
- Identification details (e.g., ID numbers, Senior & PWD ID's).
- Transaction details (e.g., purchase history, Massage service, Sports & Recreation Rental).
- Service invoice information (e.g., Company Name, Address, Tin number).
- Vehicle information (if applicable).

Data Sharing

- Service providers who assist us in operating our business (All concerned Departments).
- If required by law or to comply with legal obligations.

Data Storage and Retention

- Electronic Storage: Personal data is stored in secure electronic systems, including HMS server databases, desktops & emails. These systems are protected by access controls.
- Physical Storage: Any physical documents containing personal data are stored in secured areas with restricted access.
- Data Retention: We retain data for a minimum of 5 years, or as required by law. Electronic data will be deleted from our systems and storage media with measures in place to prevent recovery. Physical documents will be shredded or disposed of using secure methods.

Data Subject Rights

- Access and obtain a copy of your personal data
- Correct any inaccuracies in your data
- Request deletion or restriction of your data under certain conditions
- Object to the processing of your data
- Withdraw your consent at any time

I hereby certify that all information provided is true and correct. I authorize the Club to verify all of this information. I recognize that I am entitled to certain rights in relation to the information, including the right to object to its use, and to access, correct, and request deletion of the same. However, I accept that the Club cannot delete the information without restricting or removing its ability to effectively execute its responsibilities to facilitate transactions with government and regulatory bodies for purposes of complying with applicable and pertinent laws and other regulations for the above purposes indicated.

I further understand and agree that the Club may not accommodate a request to correct and delete the information if the Club believes the same would violate any legal requirement or cause the information or historical transactions to be incorrect.

I hereby release the Club, its Board of Directors, Officers, Management, and personnel from any liability whatsoever, including but not limited to liability under the Data Privacy Act of 2012 for the use of the information for the foregoing purposes, and any liability in connection with or arising from any activity that may occur or result therefrom.

Printed name and signature

Date:

Any concerns or inquiries with respect to your Personal Data may be sent to our designated Data Privacy Officer, with the following contact details below:

Designation: Data Privacy Officer
Company Name: Montemar Beach Club
No.: +63 917 5877 488/+63 916-486-1586
Email: dpo@montemar.com.ph



**DATA PRIVACY CONSENT FORM of Membership and Guest
UNDER Data Privacy Act of the Philippines RA 10173**

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I disclose to the Club for the purpose of:

A. COLLECTION

Montemar Beach Club Resort ("the Club") does not collect any information from the website using electronic forms. Information collection through downloadable forms occurs only when a data subject inquires about information or services by contacting the respective offices of the Club. This can be done using the chat box from our social media account, contact numbers, and email addresses provided on the website's contact page. We may ask for personal information with your consent to process the inquiry or transaction. The following services provided by the Club require the collection of personal information from members and guests:

When you request a particular service from us, we may ask for your Personal Data, which may include, but is not limited to:

- Name
- Address
- Contact Information (e.g., phone number, email address)
- Membership Information (e.g., membership #)
- Payment Information (e.g., credit card details)
- PWD Card (Persons with Disabilities)
- Senior Citizen Card (if applicable)
- Other Sensitive Information (as necessary) (e.g., ESA)

The following transactions are examples of where we will or may collect your personal data:

1. Membership Registration:

When you apply for membership, we will collect your personal information to create and manage your membership account. (please see attached forms)

2. Reservation Requests:

When you make a reservation, we will collect your name, contact details, and payment information to process your booking.

3. Sales Transactions:

For getting MBCI services or products, we will collect payment information and any other details required to complete the transaction.

4. Marketing Communications:

If you opt-in to receive marketing materials or promotional offers, we will collect your contact information to send you updates about our services and events.

5. Health and Safety Compliance: To adhere to health regulations, we may collect medical information, health declarations, and vaccination status as necessary.

a. Membership Application

The collection of personal information and sensitive personal information from applicants is conducted exclusively through downloadable forms, which must be submitted to the mailing addresses provided on our website. The information collected will be treated with strict confidentiality and in accordance with general data privacy principles. As part of the membership application process, applicants are required to disclose sensitive personal information, including but not limited to:

- Spouse's and children's information
- Education background
- Professional certifications
- Club memberships
- Specimen signature

Montemar Beach Club Resort is an exclusive membership club that caters to distinguished individuals /corporations in Philippine society. The collection of sensitive personal information is essential to verify the identity of the applicant and to ensure that they have no criminal records and confirming ability to pay the required membership dues

b. Booking and Reservations

Upon receiving your reservation inquiry, our personnel will direct you to our Reservations, who will assist in booking your reservation details in our computer system. We may collect personal information necessary for processing your reservation, including your name, contact information, and payment details. All collected data will be handled with the utmost care and confidentiality.

c. Events and Banquet Arrangements

When you book any event with us through our function venues and meeting rooms, we will collect your personal data for the purpose of recording arrangements and facilitating transactions with us. This may include details such as your name, contact information, event specifics, and any special requests. We ensure that all personal data collected is stored securely and used solely for the purpose of managing your event.

B. DATA STORAGE

- Physical data - any documents containing personal information are surely filed in an organized manner. Access to these documents is restricted to authorized personnel.
- Electronic data - collected electronic data is stored in an email and spreadsheets

C. DATA RETENTION

We will retain documents containing your personal data:

As required by the law;

- As needed for contractual obligation
- For historical, numerical, systematic, and/ or research purposes
- Until the purpose of the information is fulfilled, personal information in emails and social media conversations will be deleted
- Specific retention may vary based on the type of data and applicable legal requirements. Generally, we will retain data for a minimum of 5 years, as long as the data remains legible and relevant
- If we believe that the documents can be relevant to any ongoing or legal proceedings.

D. DATA SUBJECT RIGHTS

- Right to Be Informed
 - The data subject should be well informed and provided via email, verbal, or written communication with information regarding the listing of his or her personal data in the club's record.
- Right to Decline
 - The data subject has the right to decline and refuse to give his or her personal information. The club may limit your access to the facilities and services or reject transactions when you exercise these rights.

I hereby certify that all information provided is true and correct. I authorize the Club to verify all of this information. I recognize that I am entitled to certain rights in relation to the information, including the right to object to its use, and to access, correct, and request deletion of the same. However, I accept that the Club cannot delete the information without restricting or removing its ability to effectively execute its responsibilities to facilitate transactions with government and regulatory bodies for purposes of complying with applicable and pertinent laws and other regulations for the above purposes indicated.

I further understand and agree that the Club may not accommodate a request to correct and delete the information if the Club believes the same would violate any legal requirement or cause the information or historical transactions to be incorrect.

I hereby release the Club, its Board of Directors, Officers, Management, and personnel from any liability whatsoever, including but not limited to liability under the Data Privacy Act of 2012 for the use of the information for the foregoing purposes, and any liability in connection with or arising from any activity that may occur or result therefrom.

Printed name and signature

Date:

Any concerns or inquiries with respect to your Personal Data may be sent to our designated Data Privacy Officer, with the following contact details below:

Designation: Data Privacy Officer
Company Name: Montemar Beach Club
No.: +63 917 5877 488/+63 916-486-1586
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DATA PRIVACY CONSENT FORM for Suppliers
UNDER Data Privacy Act of the Philippines RA 10173

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I disclose to the Club for the purpose of:

Purpose of Data Collection:

- To comply with legal and regulatory requirements, including tax reporting.
- To conduct due diligence and background checks for suppliers, vendors, and service providers.
- To assess the viability of suppliers and process accreditation.
- To communicate with you regarding required products and services.
- To perform other actions necessary for the implementation of contracts.

Data Subjects:

- Suppliers
- Vendors
- Service Providers

Data to Be Collected :

- Name
- Email Address
- Contact Number
- Certificate of Registration or BIR Form 2303
- Copy of Invoice
- Business Permit / DTI Permit

Data Usage:

1. To conduct appropriate due diligence checks.
2. To conduct corresponding background checks.
3. To assess viability as a supplier and process accreditation.
4. To communicate with matters relating to required products and services.
5. To perform other actions necessary in the implementation of the contract.

Data Sharing:

Data will be shared only with the Bureau of Internal Revenue as part of tax compliance.

Data Storage and Retention:

Collected physical data are stored in organized and secured storages accessible only to authorized personnel.

We will retain documents containing your personal data:

- To the extent required by law.
- To the extent required by or pursuant to the contract.
- For a minimum of 3 years for low-risk documents. However, the minimum retention period for significant data is between five and ten years.
- If the documents are needed for historical documentation, statistical, analytical, and research purposes.

Data Subject Rights

1. Be informed about the collection and use of your personal data.
2. Object to the processing of your personal data under certain circumstances.
3. Access and rectify any inaccuracies in your personal data.
4. Request erasure or blocking of your personal data under certain circumstances.
5. Request data portability, where applicable.

I hereby certify that all information provided is true and correct. I authorize the Club to verify all of this information. I recognize that I am entitled to certain rights in relation to the information, including the right to object to its use, and to access, correct, and request deletion of the same. However, I accept that the Club cannot delete the information without restricting or removing its ability to effectively execute its responsibilities to facilitate transactions with government and regulatory bodies for purposes of complying with applicable and pertinent laws and other regulations for the above purposes indicated.

I further understand and agree that the Club may not accommodate a request to correct and delete the information if the Club believes the same would violate any legal requirement or cause the information or historical transactions to be incorrect.

I hereby release the Club, its Board of Directors, Officers, Management, and personnel from any liability whatsoever, including but not limited to liability under the Data Privacy Act of 2012 for the use of the information for the foregoing purposes, and any liability in connection with or arising from any activity that may occur or result therefrom.

Printed name and signature

Date:

Any concerns or inquiries with respect to your Personal Data may be sent to our designated Data Privacy Officer, with the following contact details below:

Designation: Data Privacy Officer
Company Name: Montemar Beach Club
No.: +63 917 5877 488/+63 916-486-1586
Email: dpo@montemar.com.ph



**DATA PRIVACY CONSENT FORM of Security
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I disclose to the Club for the purpose of:

Purpose of Data Collection:

- To monitor, record the activity in a specific area or location for security, safety and surveys in both external and internal areas, resulting in a solid security solution.
- Helps prevent and detect crime throughout the premises.
- Provide evidence to relevant enforcement agencies and use for criminal investigation and prosecution purposes.
- Aiding emergency responses.
- Security of lives, properties and perimeters.
- Protection of interest of individual and maintain public order and safety.
- Ensuring that health and safety rules and company procedures are being complied.
- Provide clear, indisputable evidence that can help identify perpetrators and piece together events.
- Factual accounts of events with a level of accuracy, detail and reliability that no human witness can match.
- Enable real time monitoring, deterrence and unbiased witness
- Compliance with the law, rules and regulations.
- Security of lives, properties and perimeters.

Data Subjects:

- Employees
- Guest
- Suppliers
- Visitors

Data to Be Collected :

- Name
- Address

Data Usage:

1. As requested with legal grounds or purpose.
2. If required by law or to comply with legal obligations.

Data Sharing:

Data will be shared only with the Bureau of Internal Revenue as part of tax compliance.

Data Storage and Retention:

- Electronic Storage: Personal data is stored in secure electronic systems, including HRIS server databases. These systems are protected by access controls.
- Physical Storage: Any physical documents containing personal data are stored in secured areas with restricted access.
- Data Retention: We retain data for a minimum of One (1) month. Electronic data will be deleted from our systems and storage media with measures in place to prevent recovery. Physical documents will be shredded or disposed of using secure methods.

Data Subject Rights

1. Access and obtain a copy of your personal data, provided by the CCTV policies, rules, and regulations.
2. Request deletion or restriction of your data under certain conditions.
3. Object to the processing of your data.
4. Withdraw your consent at any time.

I hereby certify that all information provided is true and correct. I authorize the Club to verify all of this information. I recognize that I am entitled to certain rights in relation to the information, including the right to object to its use, and to access, correct, and request deletion of the same. However, I accept that the Club cannot delete the information without restricting or removing its ability to effectively execute its responsibilities to facilitate transactions with government and regulatory bodies for purposes of complying with applicable and pertinent laws and other regulations for the above purposes indicated.

I further understand and agree that the Club may not accommodate a request to correct and delete the information if the Club believes the same would violate any legal requirement or cause the information or historical transactions to be incorrect.

I hereby release the Club, its Board of Directors, Officers, Management, and personnel from any liability whatsoever, including but not limited to liability under the Data Privacy Act of 2012 for the use of the information for the foregoing purposes, and any liability in connection with or arising from any activity that may occur or result therefrom.

Printed name and signature

Date:

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DATA PRIVACY CONSENT FORM of Human Resources
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I disclose to the Club for the purpose of:

Purpose of Data Collection

- To verify your identity.
- To communicate with you regarding your inquiries, employment status, payroll and any other HR related concerns.
- To ensure compliance with legal and regulatory requirements.

Data Subjects

- Employees

Data to Be Collected

- Full Name
- Date of Birth
- Contact Information and Social Media Account
- Address
- Previous Employment
- Educational Background
- All Identifications and numbers by the Philippines Agencies
- Any other information related to you

Data Sharing

- Company Compliances (DOLE, SSS, PHIC, HDMF)
- If required by law or to comply with legal obligations

Data Storage and Retention

- Electronic Storage: Personal data is stored in secure electronic systems, including HRIS server databases, desktops & emails. These systems are protected by access controls.
- Physical Storage: Any physical documents containing personal data are stored in secured areas with restricted access.
- Data Retention: We retain data for a minimum of 5 years, or as required by law. Electronic data will be deleted from our systems and storage media with measures in place to prevent recovery. Physical documents will be shredded or disposed of using secure methods.

Data Subject Rights

- Access and obtain a copy of your personal data
- Correct any inaccuracies in your data (Update marital status)
- Request deletion or restriction of your data under certain conditions
- Object to the processing of your data
- Withdraw your consent at any time

I hereby certify that all information provided is true and correct. I authorize the Club to verify all of this information. I recognize that I am entitled to certain rights in relation to the information, including the right to object to its use, and to access, correct, and request deletion of the same. However, I accept that the Club cannot delete the information without restricting or removing its ability to effectively execute its responsibilities to facilitate transactions with government and regulatory bodies for purposes of complying with applicable and pertinent laws and other regulations for the above purposes indicated.

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