

Zuitt Learning Institute Incorporated Data Sharing Consent Form

I, Jerry Clark Ian C. Cabuntucan of legal age, and residing at P-Mahogany, Brgy. Anakan, Gingoog City, Misamis Oriental

hereby explicitly give my permission for **Zuitt Learning Institute Incorporated** (formerly Tuitt Philippines Incorporated), ("**Zuitt**") a corporation duly organized under the laws of the Philippines, and doing business as **Zuitt Learning Institute**, to share my personal data, as defined below, with other entities, companies, agencies, and institutions ("**third party**") in strict accordance with the attached **Annex A. Zuitt Learning Institute Incorporated - Coding Bootcamp Privacy Notice ("Privacy Notice")**.

Personal Data: I understand that these information may include the following ("personal data"):

- Full Name
- Address
- Email Address
- Contact Number
- Birth Date
- Educational Background
- Previous Work Background
- Other information, provided in my resume or CV which may be beneficial in job acquisition
- Information in my Certificate of Employment (COE) or Job Offer (JO) document or information about my employment and salary which I may otherwise provide Zuitt

Privacy Notice: I confirm that I have been provided with a copy of the Privacy Notice. I further confirm that I have read the Privacy Notice and I fully understand and agree with how my personal data will be used and shared. I understand that my rights under the Data Protection Act of 2012, including but not limited to the right to access, to correct the personal data provided, and to object to the processing of my personal data, will not be violated.

Purpose of Sharing: I understand and agree that in accordance with the aforementioned Privacy Notice, my personal data will be shared with the third party for the following purposes:

1. To assist me in acquiring employment after the Coding Bootcamp training, given that Zuitt has caused the third party to sign a Data Sharing Agreement to protect my personal data.
2. For Zuitt to establish, execute, and defend legal claims.
3. To enable companies that form part of Zuitt's group of companies to offer or improve their respective services or products.
4. To disclose to organizations and service providers who need to know the information in order to process it on behalf of Zuitt and/or to help Zuitt provide its Services, to the extent needed to perform their duties and their functions, provided that the third party previously signed an agreement to not disclose it to others.
5. To comply with Government authorities, in response to a legal request (like a search warrant, court order or subpoena) if Zuitt has a good faith belief that it is required to do so under the law.
6. To transfer to Purchasers or potential purchasers of Zuitt's rights and obligations relating to the Services it provides. In this case, all information collected are deemed assets that may be transferred to such third parties.
7. When Zuitt deems, in its sole discretion that disclosure is reasonably necessary for prevention of illegal activity, to enforce our Terms of Service, to protect the property rights of the company or of the general public, or to prevent financial harm or loss.
8. When required by Philippine laws.


Voluntary Consent. My consent to share my personal data is entirely voluntary and I understand that I may withdraw my consent at any time. [Should you have any questions about this process, or wish to withdraw your consent please contact our Data Protection Officer, <Allister Grant Alambra> at privacy@zuitt.co]

Are there any particular companies, agencies, institutions you DO NOT want us to share your personal data with? Please list them here:

NA
NA

I hereby expressly give my consent with regards to the subject matter above by signing below:

Name: Jerry Clark Ian C. Cabuntucan

Signed: 

Date: 12/15/2022

Annex A. Zuitt Learning Institute Incorporated

Coding Bootcamp Privacy Notice

Introduction

Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA) of the Philippines, aims to protect personal data in information and communications systems both in the government and the private sector. Hence, Zuitt Learning Institute hereby adopts this Privacy Notice in compliance with the DPA. This notice will discuss in detail how the Zuitt Learning Institute Incorporated (“Zuitt”, “we”, “us”) handles data from our students and graduates from collection, to sharing, and down to destruction.

Privacy Statement

The data privacy rights of our students and graduates (“data subjects”, “you”) are of utmost importance to Zuitt. Through strict implementation of this Privacy Notice and our Privacy Manual, we are duty bound to take care of all the data we collect and to comply with all the Implementing Rules and Regulations of the Data Privacy Act and other issuances of the National Privacy Commission. We operate within the guiding privacy principles of transparency, legitimate purpose, and proportionality.

Personal Information Controller.

Zuitt is the personal information controller of any personal data that you may disclose through the availment of its services, which means that it determines the purposes for which your personal data is being collected and processed. It also be that, with your consent, your personal data is disclosed to third parties pursuant to a data sharing agreement, in which case, such third parties are also the personal information controllers of your personal information.

Processing of Personal Data

The following end to end processes are involved in Zuitt’s operations which are relevant to personal and non-personal data collected from you.

1. **Collection.** Zuitt collects information from its students and graduates. These information are collected in the following means.
 - 1.1. Through personal data sheets, resumes, CVs, COEs, JOs, and similar documents: We collect basic personal information as well as some sensitive personal information of new students and graduates through CVs, resumes, and personal data sheets filled out before and while they engage with us. These collected information include:
 - 1.1.1. Full Name
 - 1.1.2. Address
 - 1.1.3. Email Address
 - 1.1.4. Contact Number
 - 1.1.5. Birth Date
 - 1.1.6. Educational Background
 - 1.1.7. Previous Work Background
 - 1.1.8. Other information, provided in the applicant’s (students or graduates) interview, resume, CV, or evaluation which may be beneficial in job acquisition
 - 1.1.9. All other Information provided in the Zuitt graduates’ Certificate of Employment or Job Offer documents
 - 1.2. Through our Websites and Services: When users sign up, create an account, use our Service, communicate with us, take part in surveys, or access our site, we collect personal information made available for us. These information include:
 - 1.2.1. First name;
 - 1.2.2. Last name;
 - 1.2.3. Location;
 - 1.2.4. Sex;
 - 1.2.5. Age;
 - 1.2.6. Email addresses;
 - 1.2.7. Contact Numbers;
 - 1.2.8. SNS, Chat, and Messaging service accounts (may include but are not limited to Skype ID, Viber, and FB Messenger)
 - 1.2.9. Educational Attainment;
 - 1.2.10. Degree;
 - 1.2.11. Work Experience; and

1.2.12. Preferred schedules.

- 1.3. Through third-party website/s: We may also collect personal information when data subjects sign up and connect with us through third party apps like Trello. The information we gather from such an event depends on the third party's privacy settings. It is the data subject's responsibility to read and understand their privacy settings with any third party websites and apps.
2. **Use of Collected Personal Information.** Please note that we will not use your personal information for purposes related to marketing and advertising of any third party apps or services. We use the personal information we collect for various purposes. These include:
 - 2.1. Documentation purposes;
 - 2.2. Processing your application;
 - 2.3. Sending you assessments;
 - 2.4. Delivering services to you;
 - 2.5. Improving our website and services for you:
 - 2.5.1. We constantly strive to improve our Service and user experience. We will use your information to guide us in these efforts, to ensure that our Service remain at the cutting edge and to ensure that your user experience remains pleasant and efficient. In addition, we will also use your information for assessment, record-keeping, market analysis, and generation of reports;
 - 2.5.2. We may use the data to connect behavioral data on our platform with your customer profile and demographics; and
 - 2.5.3. We may use the data to extract patterns of behavior based on the profiles we can identify from the information you have given us.
 - 2.6. Responding to your requests, questions and comments;
 - 2.7. Processing your payments;
 - 2.8. Conducting research and analysis geared toward the improvement of services offered by Zuit; and
 - 2.9. Analysis and improvement of curriculum and company programs for students and graduates
 - 2.10. Efforts geared towards helping students and graduates be equipped and prepared for a job after training and to aid them in seeking employment, specifically to fulfill Section 10. Job Application Assistance of the Coding Bootcamp Agreement.
 - 2.11. Communicating with you for various reasons related to your use of the Service;
 - 2.12. To fulfill legal obligations or as required by law;
 - 2.13. Advertising and marketing our services like sending you information about promotions, services, and products. You may opt not to receive emails and notifications on ads and promotions by requesting cancellation of subscription through Zuit CA;
 - 2.14. Analyzing performance of our marketing and advertising initiatives;
 - 2.15. Enable Zuit to exercise sound corporate governance over its business, ensure that risks arising therefrom are duly identified, measured, managed and mitigated, and enhance risk assessment and prevent fraud;
 - 2.16. Conduct company audits or investigate a complaint or security threat;
 - 2.17. Other legitimate business purposes;
 - 2.18. Establishing, exercising, or defending, legal claims;
 - 2.19. Any other purpose authorized by law; and
 - 2.20. Fulfill any other purposes directly related to the above-stated purposes.
3. **Storage, Retention and Destruction**
 - 3.1. Storage: The company will see to it that all information collected from all our students and graduates both in physical and electronic format shall be stored in organized and safe storage facilities, either physical or electronic, depending on the type of data. To prevent unlawful or accidental modification, destruction, and access, we have set up and will continue to ensure implementation of strict Security Measures.
 - 3.2. Retention: All data gathered are retained solely for the purposes of Zuit. In cases involving fulfillment of our services pertaining to Section 10. Job Assistance of the Coding Bootcamp Agreement, Zuit will seek for the data subject's consent through a written Consent Form.
 - 3.3. Destruction: After the given retention periods, all data collected, whether in physical or electronic form, shall be destroyed and disposed, through safeguarded processes.
4. **Access.** All information which the company collects cannot be accessed without authorization. Listed below are the entities allowed to access data and the purpose of access:

- 4.1. Access by Owner of the information. The data subject who is the owner of the personal or sensitive personal information can access his/her information upon request to the HR or directly when making modifications and update, for any purpose, except for reasons contrary to law, morals, public policy or public order.
- 4.2. Access by Authorized Personnel. Authorized personnel or representatives of the Zuit are given access to personal information collected by the company. Information can be accessed by authorized personnel for those purposes listed in this manual, or for any purpose, except for reasons contrary to law, morals, public policy or public order.

5. **Disclosure, Sharing and Transfer of Personal Information**

- 5.1. Zuit may share, preserve, transfer, and disclose the personal information we collect only:
 - 5.1.1. To authorized personnel within the company:
 - 5.1.1.1. To companies that form part of our group of companies, to enable them to offer or improve their respective services or products.
 - 5.1.1.2. To organizations and service providers who need to know the information in order to process it on behalf of Zuit and/or to help us provide our Services, to the extent needed to perform their duties and their functions, provided that they previously agreed not to disclose it to others.
 - 5.1.1.3. To Purchasers or potential purchasers of our rights and obligations relating to the services we provide. In this case, all information collected are deemed assets that may be transferred to such third parties.
 - 5.1.2. To agencies, companies, and institutions which may aid our graduates and students in acquiring employment after the Bootcamp training or to fulfill Section 10. Job Application Assistance of the Coding Bootcamp Agreement, given that the data subject willingly and voluntarily signs a Consent form for sharing of personal information.
 - 5.1.3. For Zuit to establish and defend legal claims
 - 5.1.4. When Zuit deems, in its sole discretion that disclosure is reasonably necessary for prevention of illegal activity, to enforce our Terms of Service, to protect the property rights of the company or of the general public, or to prevent financial harm or loss.
 - 5.1.5. To Government authorities, in response to a legal request (like a search warrant, court order or subpoena) if we have a good faith belief that we are required to do so under the law.
 - 5.1.6. When required by Philippine laws.
- 5.2. The personal information Zuit collects through our Service may further be transferred or transmitted to, stored and processed in other countries where our subsidiaries' facility, employees, contractors, or other affiliated organizations are located. While these countries may not have the same Privacy Policy as the Philippines, Zuit shall use contractual or other reasonable means to provide a comparable level of protection while the information is being processed in those countries. The written agreements to be executed shall specify the rights and obligations of each party and will provide that the third party has adequate security measures in place and will only process your personal information on the specific written instructions of Zuit.

6. **Collection of Non-Personal Information**

- 6.1. What are collected? When you visit our site or use our Service, some non-personal information are automatically collected. These data may include:
 - 6.1.1. Your PC's IP address;
 - 6.1.2. The type of browsers you use;
 - 6.1.3. The websites you linked to our site;
 - 6.1.4. The computer language you use;
 - 6.1.5. Your PC's operating system;
 - 6.1.6. Your access time;
 - 6.1.7. Information on your activity on our site; and
 - 6.1.8. The data from your projects.

- 7. **Uses of Non-Personal Information.** Please note that you cannot be identified from these information and these may only assist us in providing you with a more effective and seamless user experience. These information may be used for website analytics and other evaluations of site performance or of user activities to help us improve our service. Moreover, data from your projects may be collected and analyzed to help us in product evaluation and in conceptualizing features and innovations that aim to further help our users.

8. **Use of Cookies.** Cookies are small pieces of information stored in your computer by your browser. This identifies your device and helps you navigate through a website. They cannot collect personal information from you or your computer. We may use cookies to understand better how our users navigate through and interact with the content of our website. But you may opt to block cookies by checking and changing your browser settings.
9. **Protection of Your Data And Site Security.**
 - 9.1. Although Zuitt employs several organizational, technical and physical security measures to protect your data and personal information from unauthorized access, loss, misuse, modification, destruction and disclosure, you agree and understand that no security measures are 100% impenetrable. We will however conduct regular assessments of our security measures.
 - 9.2. We have no control, however, over any information you provide to third-party websites. When you click on these links, you effectively leave our website and our Service.
 - 9.3. To ensure your protection, we encourage you to read their privacy policies. We also have no control over third-party advertising companies that serve ads when you access or use our Service. They may use information about your visits to our website and other websites in order to provide advertisements about goods and services that may be of interest to you. While we will not provide them your personal information, we do not control their collection of information.
10. **Updating of Personal Information**

Although we take reasonable steps to ensure that all data we use is accurate, we depend on our users to update or correct their personal data whenever necessary. You may update your personal information by sending us an email at helpdesk@zuitt.co or by contacting our CA personnel. Through updating, you may change any inaccuracies you may find or delete personal information you do not wish to disclose. Upon such update, we shall notify third parties who have previously received or processed the such information.

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Notice. These changes are effective immediately, after they are posted.

Contact Us

In relation to your personal information, you are entitled to the following rights under the DPA, which you may exercise at your discretion:

1. to access and make corrections to your personal information;
2. to dispute the inaccuracy or error in the personal information;
3. to object to the processing of your personal information or to request suspension, withdrawal, blocking, removal, or destruction of personal information;
4. to complain and be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information;
5. to be informed of the existence of processing of your personal information; and
6. to lodge a complaint before the Philippine's National Privacy Commission.

To send an inquiry or file a complaint regarding the use of your personal information or regarding this privacy policy, you may send an email to our Data Protection Officer, <Allister Grant Alambra> at privacy@zuitt.co. Inquiries will be addressed within 1-3 business days and complaints will be addressed within 3-5 business days upon receipt.