



## Data Privacy Compliance Agreement

A signed paper copy of this form must be submitted to HR as a mandatory requirement for employment.

Hero C. Baceles

Employee Printed Name

IT DEPT

Employee Department

09668353042

Employee Contact Number

1516 Algeciras st. Brgy 484 Sampaloc Manila

Employee Physical Address and Mail Location

I, Hero C. Baceles, have read and understood the data privacy act of 2012 or RA 10173 law primer, which contains basic information about the law, the rights of data subjects and my obligations to protect data. In accordance herewith, I solemnly swear that all personal and sensitive information that has been entrusted to me by EquiServe or by third parties such as customers, client or individuals by virtue of their service engagements or partnership with EquiServe shall:

- Respect the confidentiality of the information.
- Take all reasonable precautions so that information is not disclosed to unauthorized person.
- Handle data properly to ensure the accuracy of data.
- Not be modified or altered.
- Not be destroyed or lost.
- Be processed only within the performance of official functions.
- Be processed fairly and within legitimate business functions.
- Ensure that information can not be access by unauthorized persons.

At the end of my employment or contract with EquiServe, I agree to return all information or request to my supervisor to deactivate all systems and/or portals to which I have access as a result of my employment with EquiServe. I understand that I am not authorized to use and disclose these information for my own purposes or to disclose these to unauthorized third parties without the express written consent of the designated DPO and InfoSec officer.

I have access to a copy of EquiServe Information Security Policy and Data Privacy Policy documents, I have read and fully understand the information contained in these policies. As a condition of continued employment at EquiServe, I agree to abide by these policies. I understand that non-compliance will be a

**Data Privacy Policies**

**CONFIDENTIAL**

**V 1.0**



cause for system/network privilege revocation, suspension and up to termination from EquiServe and pertinent criminal and/or civil penalties under national laws.

I also agree to promptly report all violations or suspected violations of data privacy and information security policies to the DPO and InfoSec officer.

A handwritten signature in black ink, appearing to read "Here" followed by a stylized symbol.

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Signature

September 18, 2025

Date of Signing