**DISCLAIMER**

Thank you for your interest in our company. We are committed to maintaining the privacy of your personal information. Any personal information you provide us will be used only in accordance with this Privacy Notice which can be found at [link].

**PRIVACY NOTICE / TERMS AND CONDITION**

**Privacy Notice**

Hotel Sogo understands that your privacy is important to you and that you care about how your personal data is used and shared online. We value the privacy of everyone who visits this website, [www.hotelsogo.com](http://www.hotelsogo.com) (“Our Site”) and will only collect and use personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the Data Privacy Act of 2012.

Our Site may contain links to other websites. Hotel Sogo has no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them. Hotel Sogo is not responsible for third party’s acts, omissions, use of cookies and any other security procedures, even though it is linked to Our Site.

**Scope of Personal Data**

“Personal Data” means all types of personal information from you when you manually or electronically submit the following, but not limited to: full name, address, email address, contact details, nationality, gender, date of birth, marital status, photographs, and related information.

**Use of Personal Data**

All information we collect shall be kept private and confidential by Hotel Sogo and shall be used solely for legal purposes as mandated by the Data Privacy Act of 2012 and other relevant laws. Information that matters of public interest, however, may be disclosed to the public subject to applicable laws, rules, and regulations. Pictures taken during any activity may also be used in Hotel Sogo’s promotional and publicity materials.

We collect, use and retain your Personal Data for any or all of the following purposes:

(a) verifying your identity; (b) responding to, handling, and processing queries, requests, applications, complaints, and feedback from you; (c) leading analysis, research, audits and internal training to improve Hotel Sogo’s products or services offered to you; (d) analysing website use and consumption data to study general patterns and trends of use or consumption, and better understand your needs and/or concerns; (e) complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority; (f) any other purposes for which you have provided the information; and (g) any other incidental business purposes related to or in connection with the above.

**Website Analytics**

Our Site uses Google Analytics, a third-party service to analyze the web traffic data for us. Data generated is not shared with any other party. Only non-identifiable web traffic data are evaluated including:

* The search terms you used
* Pages and internal links accessed on our site
* Estimated date and time you visited the site
* Approximate geolocation
* Browser and device information

**Protection Measures**

Only authorized Hotel Sogo personnel has access to these personal information, the exchange of which will be facilitated through email and hard copy. Any data will be stored for two years after which physical records shall be disposed of through shredding, while digital files shall be anonymized.

**Contact us**

You have the right to ask for a copy of any personal information we hold about you, as well as ask for correction. For data privacy concerns and/or feedback regarding this privacy notice, please send a formal request letter and kindly address it to:

**Data Protection Officer**

Global Comfort Group Corp.  
Address: 629 EDSA Cubao, Quezon City

Email: inquiry@hotelsogo.com

Changes may be made to this Privacy Statement from time to time and will be posted on Our Site.