**DATA PRIVACY POLICY**

**OCTAGON** is hereby adapted in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations, and other relevant policies, including issuances of the National Privacy Commission. OCTAGON respects and values data privacy rights and makes sure that all personal data collected from its personnel, clients, and customers, are processed in adherence to the general principles of transparency, legitimate purpose, and proportionality.

* OCTAGON collects the basic contact information of personnel, clients and customers, including their full name, address, email address, contact number, and other information relayed with the purpose of verifying the authenticity of the identity of personnel.
* OCTAGON will obtain consent of the person, except if it is required by law in case the company needs to provide personal information or sensitive personal information to any third parties excluding cases stipulated by law.
* OCTAGON will collect, hold, process, or obtain and clarify the purpose of acquiring information in advance with the help of consent forms or materials, all information will be used in fair measures and legal within the scope necessary to achieve the said purpose.
* OCTAGON ensures that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing.
* OCTAGON has security, physical and network policies in place to prevent unauthorized use of the said information. We only use sensitive personal information, etc. to the extent necessary for administrative work and defined by law and fair measures.

* Personal data collected shall be used by the OCTAGON for documentation purposes, for warranty tracking vis-à-vis purchased items, and for the inventory of products.
* All employees and personnel of the OCTAGON shall maintain the confidentiality and secrecy of all personal data that come to their knowledge and possession, even after resignation, termination of contract, or other contractual relations. Personal data under the custody of the company shall be disclosed only pursuant to a lawful purpose, and to authorized recipients of such data.
* OCTAGON is preventing unauthorized access, process, loss, destruction, falsification, and leakage to personal information and sensitive personal information, by implementing physical and network security measures to ensure that their accuracy and safety are maintained.

All personnel of OCTAGON, regardless of the type of employment or contractual arrangement, shall be informed and assured the compliance of the policies and terms above. The clients and customers shall also know the of the contents of the policy beforehand, whom we serve and assure utter confidentiality regarding the information collected for company use unless given permission.