

	Document Type FORM	Document No. 001
	Document Name TKC Website Privacy Notice	Revision 0.00 Effectivity Date XXXX,XX,XXX

Ramon Aboitiz Foundation, Inc. (RAFI) is a non-stock, non-profit organization in Cebu City, Philippines dedicated to providing solutions that enable people to achieve higher levels of well-being. The Kabilin Center, under RAFI's Culture & Heritage Unit, is envisioned to be a hub for Cebuano culture-based activities. It also shares content on Cebuano history, culture and heritage through its digital media channels and publications. Ramon Aboitiz Foundation Inc. operates <https://www.thekabilincenter.org>.

This Privacy Policy informs you of our policies regarding the collection, use, retention, disposal, and disclosure of Personal Information and Non-Personal Information we receive from using or interacting with our Site.

By using the Site, you agree to the collection and use of information in accordance with this policy. We limit the collection and use of data to the specific information we need to administer our business and offer you opportunities which may be of interest to you.

Collection

I. The TKC website collects the following information on behalf of RAFI Culture & Heritage Unit:

#	PERSONAL DATA	CLASSIFICATION	METHOD/MEANS
1	Full Name	Personal Information	All Website forms
2	Email Address	Personal Information	All Website forms
3	Contact Number	Personal Information	Website forms
4	Gender	Sensitive Personal Information	Website forms
5	Age	Sensitive Personal Information	Website forms
6	Country / Region	Personal Information	Website forms
7	Organization	Personal Information	Website forms
8	IP Address	Personal Information	Wordpress
9	Visitor Action	Personal Information	Cookies and Wordpress

* All Website Forms refers to any fillable form found within the <https://www.thekabilincenter.org> domain.

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II. The Ramon Aboitiz Foundation, Inc. (RAFI) website collects the following information for the use of 3rd party services. RAFI has no access to the collected information.

#	PERSONAL DATA	CLASSIFICATION	METHOD/MEANS	3RD PARTY SERVICE
1	Facebook Profile	Personal Information	Facebook Messenger	Facebook/Meta
2	Visitor Actions	Non-Personal Information	Wordpress	Wordpress
3	IP Address	Personal Information	Wordpress	Wordpress

Use

The above data is collected for the following purposes:

#	PURPOSE
1	Customer service
2	Sales and sustainability
3	Marketing / Newsletter subscription
4	Analytics

Retention & Disposal

Your personal information collected will be stored in a database until you unsubscribe (for subscriptions to newsletters) or 3 years after encoding to our customer relationship management system (for inquiries) after which physical records shall be disposed of through shredding, while digital files shall be anonymized.

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Disclosure

Your personal information will be shared to the following and for the following reasons:

#	PERSONAL DATA	ENTITY TO WHOM DATA IS SHARED	PURPOSE
1	Full Name	Wordpress	Database, Analytics and Customer Success
2	Organization	Wordpress	Database, Analytics and Customer Success
3	Email Address	Wordpress	Database, Analytics and Customer Success
4	Full Name	Typeform	Database, Analytics and Customer Success
5	Gender	Typeform	Database, Analytics and Customer Success
6	Age	Typeform	Database, Analytics and Customer Success
7	Region	Typeform	Database, Analytics and Customer Success

Protection Measures

Only authorized RAFI personnel has access to these personal information, the exchange of which will be facilitated through computerized systems, email and hard copy. We have put in place the appropriate technical, organizational and physical protection measures in order to protect your personal information.

Links

This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each website that collects personally identifiable information. You may also view the references section of this document for links to data protection practices of services we are using to manage this website. This privacy statement applies solely to information collected by this website.

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Rights of a Data Subject

As the data subject, you have the following rights:

1. The right to be informed.

As data subject, you have the right to be informed that your personal data will be, are being, or were, collected and processed;

2. The right to reasonable access.

Upon demand, you have the right to obtain a copy of any information that we process.

3. The right to object.

You can exercise the right to object to the processing of your personal data. Should you do so, RAFI will no longer process your personal data unless processing is required by order of court, for obvious reasons, or is required by law.

4. The right to erasure or blocking.

You have the right to suspend, withdraw or order the blocking, removal or destruction of your personal data.

5. The right to damages.

You have the right to claim compensation for any damage that you may suffer due to the inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of your personal data.

6. The right to file a complaint with the National Privacy Commission.

The National Privacy Commission is the entity mandated to protect your data privacy rights. You may report any misuse, malicious disclosure or improper disposal of your personal information or other violation of your data privacy rights.

7. The right to rectify.

You have the right to dispute or have corrected any erroneous or inaccurate data which we collect and process.

8. The right to data portability.

You have the right to manage your personal data and transmit your data from us to another entity and vice versa.

For questions or more information, you may contact our Data Protection Officer, Warren Clyde Valeree A. Tompong at data.protection.officer@rafi.ph.

Noted by:



Warren Clyde Valeree A. Tompong
Data Protection Officer, RAFI