

PRIVACY POLICY

Parada Rivera Evardone & Salalima Attorney's-at-Law, hereinafter referred to as "PRESLAW" or the "Firm," respects the privacy rights of the/its users/data subjects, in accordance with Republic Act ("Rep. Act") No. 10173, or the Data Privacy Act. This Privacy Policy (the "Policy") outlines the information/data that PRESLAW collects and how that information/data is/are used by the firm. This Policy applies to all website/s owned and/or operated by PRESLAW. This Policy also instructs the data subject on what to do if the latter does not want his/her personal information/data to be collected, circulated, and/or further distributed to third parties. The data subject's internet browser and/or client software may transmit certain information/data to the servers that host the websites that he/she may visit. Such information/data may include the unique number assigned to the user's server and/or internet connection, the capabilities and features of the latter's computer, laptop, or any similar device, the geographic location, and the movement within and interaction with the website, including what web page/s the data subject may have visited at and what information/data the latter may have downloaded. When visiting PRESLAW's website, the Firm's servers may collect such information/data from the data subject and may use the same to collect statistics about the visitors to the company's website.

I. DATA COLLECTED AND MANNER OF COLLECTION

PRESLAW collects the following data through the different methods stated hereunder:

- A. *Personal Data.* PRESLAW may collect personally identifiable information, including but not limited to the user's name, address, electronic mail address, and contact number/s, government-issued identification details. The user voluntarily provides his/her personal data when accomplishing and submitting relevant forms such as but not limited to consultations, inquiries, and surveys. Likewise, PRESLAW may also use the user's personal data sourced from any publicly available sources for the purposes stated hereunder.
- B. *Documents and Records.* PRESLAW may also collect and process case files and information, records, and other documents voluntarily transmitted by the user through the digital platform to facilitate the delivery of comprehensive legal service. In submitting pertinent documents concerning the legal services provided by the Firm, whether through electronic or other means, the user voluntarily provides such relevant information and documents to the Firm.
- C. *Device Information.* PRESLAW likewise collects non-personal information that the user's browser or device automatically sends, such as Internet Protocol address (IP address), browser type, operating system, and usage information. The voluntary and continuous use of the digital platform, including any and all of its features, shall constitute the user's adherence to the automated collection of germane usage information.

PRESLAW shall presume that any such information/data the data subject has submitted to it is accurate, complete, and up-to-date.

By visiting this website, submitting personal data through this digital platform, and/or subscribing to and continuous use of any features hereof, you consent to the processing of your personal data as provided in this Privacy Policy.

II. PURPOSE OF COLLECTION AND PROCESSING OF DATA

PRESLAW collects and processes personal data, documents, and other information provided by the user for the following purposes:

- a. To provide legal services such as legal advice, research, and representation, and other relevant matters to address the user's concern;
- b. To maintain communication and interaction with the user;
- c. To perform obligations and exercise rights of the firm relative to its legal services and agreements;
- d. To comply with the legal obligations imposed upon the Firm by law, rules, and regulations, including orders and issuances of competent government authority;
- e. To improve user experience by analyzing user behavior and preference;
- f. To maintain proper documentation of records and interactions with the user;
- g. To ensure the legitimacy of transactions and prevent fraudulent and illegal activities;
- h. To convey news, updates, offers, and relevant information related to legal services that may be of interest to the user;
- i. To accomplish any purpose related to the above purposes; and
- j. To accomplish any other purposes with the user's consent.

III. WEB COOKIES

PRESLAW's website/s uses cookies to analyze web traffic data from data subjects who have visited the company's webpage. Cookies are small files that are being uploaded to the computer, laptop, or other similar device of the user to store information about the user's website preferences. The user has the option to stop cookie files from being downloaded to the device used.

The following are the only non-identifiable web traffic data which are collected and/or analyzed when visiting PRESLAW's website, which includes:

- a. Internet protocol (IP) address;
- b. Search terms previously used;
- c. The pages and internal links accessed on WExpress' website;
- d. Demographics;
- e. The date and time the data subject has visited the site, including frequency of visits;
- f. Geolocation;
- g. Operating system used; and
- h. Web browser type.

IV. STORAGE SECURITY AND RETENTION OF DATA

PRESLAW stores the user's personal data in electronic, physical, or both formats. To maintain integrity and ensure confidentiality of all personal data collected and processed. While there can be no absolute security regarding electronic transmissions and storage, PRESLAW implements appropriate and commercially acceptable security measures compliant with pertinent laws, rules, and regulations, integrated into the Firm's operational policies and procedures. All personal data and usage information, including documents transmitted electronically, are encrypted and accessible only by the Firm's authorized personnel. Physical copies of all data are likewise accessible only by the lawyers and support staff of the Firm.

PRESLAW retains the personal data of the user for such period as required by applicable law and/or to the extent necessary to accomplish the Firm's existing legal obligations, as well as the fulfillment of the purposes enumerated under Section III of this Privacy Policy. After the lapse of the aforesaid period and fulfillment of all obligations and purposes of processing, all physical records are disposed of, and all electronic records are anonymized, in a manner where the personal data can no longer be processed.

V. DISCLOSURE AND DATA SHARING

PRESLAW does not sell, trade, or market the user's personal data and usage information. In order to accomplish the purposes enumerated in Section III of this Privacy Policy, the Firm may share personal data with third parties such as but not limited to:

- a. Service providers who provide technical, operational, and logistical assistance necessary to the provision of the Firm's services, such as but not limited to IT Support, document processing, courier services, payment processors, and similar services related to the legal services offered by the Firm;
- b. Courts, government agencies and tribunals exercising quasi-judicial and/or regulatory powers, law enforcement authorities, and other competent government office in compliance with obligations imposed upon by law;
- c. Third-party professionals whose services and disclosures are essential to the provision of legal services, such as but not limited to consultants, advisers, auditors, and similar experts; and
- d. Service providers engaged by the Firm to perform business-related functions, such as analytics, maintenance, and development, on the latter's behalf.

VI. RIGHTS OF THE USER

All users of the digital platform of PRESLAW are considered data subjected under the DPA. As data subjects, each user has the following rights:

- A. *Right to be informed.* Users have the right to be informed of the manner, method, and purpose of processing their personal data. In compliance herewith, users are informed of the necessary information related to the processing of their personal data through this Privacy Policy.
- B. *Right to Access.* Users have the right to access the personal data collected, processed, and/or retained by PRESLAW and how their personal data has been processed by requesting copies of their personal data from the firm.
- C. *Right to Object.* Users may withhold/withdraw consent, or otherwise object, to processing their personal data. In doing so, PRESLAW commits to stop the processing of data upon sufficient notice from the user.
- D. *Right to Rectification.* Upon sufficient notice/request, the user may request PRESLAW to correct inaccurate or incomplete personal data.

E. *Right to be Forgotten.* Users have the right to demand deletion or removal of their personal data upon sufficient withdrawal of consent or accomplishment and cessation of the purpose of processing such personal data.

F. *Right to Data Portability.* Users may request the Firm to transmit their personal data to another personal information controller/processor.

G. *Right to Damages.* Users have the right to be compensated for damages suffered due to any violation of their rights as data subjects. In protecting or enforcing their rights as data subjects, users can file a complaint with the National Privacy Commission should they believe a violation of their rights exists.

VII. HUMAN RESOURCE POLICY

PRESLAW requires its employees to undergo periodic and mandatory training privacy and data protection in general and in areas reflecting job-specific content. Likewise, it will ensure that all employees, representatives, and agents exposed to personal data pursuant to their function are adequately bound by strict confidentiality.

VIII. THIRD-PARTY LINKS

The digital platform may contain links to third-party websites or advertisements outside the control of PRESLAW. These links are provided as additional services which Firm may provide in the course of its business. While the Firm implements several measures to ensure that the user's personal data remains protected, it is highly recommended that the user read the Privacy Policy of the third-party websites accessed. PRESLAW does not assume responsibility for the content, privacy policy, or practices of third-party websites or services.

IX. AMENDMENTS TO THE PRIVACY POLICY

PRESLAW reserves the right to amend, revise, or update this Privacy Policy at any time depending on substantial changes that may occur and/or compliance with relevant data privacy laws and regulations. Users are highly encouraged to periodically review this Privacy Policy to be abreast of any changes that may be implemented. The most recent version of the Privacy Policy shall be posted on this page, along with the revision date.

X. CONTACT INFORMATION

For inquiries, advice, and/or complaints related to the Firm's privacy practices, users may contact PRESLAW at dpo@preslawfirm.com.