

## **PRIVACY POLICY DECLARATION**

**As of 01 July 2024**

The following data protection declaration applies to Annexus International Relocation Service Inc. (Annexus International), [www.annexusinternational.com](http://www.annexusinternational.com), and its sub-domains, affiliated sites, and Annexus International's pages and accounts on LinkedIn ("Website"/"Site"/"Websites"/"Sites").

It defines the principles according to which we process all personal data that we collect from you and/or that you make available. We respect your privacy choices and understand your need to keep your personal information private. We are committed to safeguarding all information we collect from you when you use our Content and/or Services.

If you are a User, Visitor, Viewer, Subscriber, Client, and/or Customer of our Sites ("User", "You", and/or "Your"), read this Privacy Policy in its entirety before using, viewing, downloading, purchasing from, or accessing our Site, Contents, Services, and/or Products.

By using our Sites, you consent to the terms and conditions of this policy declaration.

If you do not accept it, please do not access our Sites.

### **General Information about the collection of personal data and provider identification**

1. In the following, we inform you about the collection of personal data when using the website. Personal data are all data that relate to a specific or identifiable person. For example, name, address, e-mail addresses, user behavior, etc.
2. Consenting to our use of cookies per the terms of this policy when you first visit our website permits us to use cookies every time you visit our website.
3. These Sites and Annexus International ("I"/ "We"/ "Us"/"Our") are represented by Maria Eliza E Dela Cruz as the company's Data Protection Officer. Annexus International is located at 120 Amorsolo St., Legaspi Village Makati City, Philippines. can contact us at [admin@annexusinternational.com](mailto:admin@annexusinternational.com).

### **WHAT DO WE COLLECT?**

We collect, store, and use the following personal data:

1. Personal Identification Information (First Name, Last Name, E-mail Address, Physical Address, Telephone Number)
2. Tax Identification Number (TIN)
3. Identification Cards
4. Passport Number
5. Educational History

6. Employment History
7. Birthdates
8. Gender
9. Photos
10. Residential Address
11. Bio
12. Personal information that is necessary or may be asked by government officers for the purposes of applying for work permits, visas and dependent visas.

We also collect, store, and use data about your behavior, for example, purchase data and data from your computer, including your IP Address, Geographical Location, Browser Type, Time Zone, Operating System, Browser Version, Pages on our Site that you visit, time and date of visit, and time spent on those pages.

Lastly, we collect information in any communications you send to us by e-mail or through our website, including its communication content and metadata.

### **HOW DO WE COLLECT YOUR PERSONAL DATA?**

In most instances, you provide us with the data we collect. We collect and process data from:

1. You directly, when you fill-up our client forms, visa application forms and/or housing application forms.
2. Your employer.
3. Anyone you authorize to provide information on your behalf

We will only process your personal information with your consent.

We collect information about your computer, including your IP address, geographical location, browser type and version, and operating system by automated data collection technologies, including Cookies, and similar methods, as detailed below. This means that we are already collecting this data when you browse our Site.

We collect communication content and metadata when you post it to our Sites or mobile application and when our website generates metadata in connection with your communication.

Before you disclose to us the personal information of another person, you must obtain that person's consent to disclose and process that personal information per this policy.

### **OUR LEGAL BASIS WHY DO WE COLLECT YOUR INFORMATION**

Personal data that you submit to us voluntarily, through our Site, or through other means will be used to:

1. To provide you with the full range of services that you need or you have requested.
2. Administer our Sites and business.
3. Enable your use of the services available on our Sites.
4. Manage the account you created on our Sites or Platforms.

5. Send you e-mail notifications that you have specifically requested.
6. Deal with inquiries and complaints made by or about you relating to our Site, , or Services.
7. Keep our Sites secure and prevent fraud.
8. Verify compliance with the terms and conditions governing the use of our Sites, including monitoring private messages sent through our Site's private messaging service
9. Comply with a legal obligation.
10. Protect the life or physical safety of the data subject.
11. Other uses consistent with this Privacy Policy.

If you submit personal information for publication on our Site, we will publish and otherwise use that information per the license you grant.

## **WE WILL DISCLOSE YOUR PERSONAL INFORMATION IN THE FOLLOWING INSTANCES:**

We will never sell or trade your personal information.

We may disclose your personal information to any of our employees, insurers, professional advisers, agents, suppliers, or subcontractors as reasonably necessary for the purposes set out in this policy.

We will disclose your personal information when required by service providers involved in the service you require.

We will disclose your personal information to government offices that will grant the service you require (i.e. Department of Labor and Employment, Department of Justice or the Bureau of Immigration)

We will disclose your personal information:

1. To the extent that we are required to do so by law.
2. In connection with any ongoing or prospective legal proceedings.
3. To establish, exercise, or defend our legal rights, including providing information to others for the purposes of fraud prevention and reducing credit risk.
4. To the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
5. To any person we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as this policy provides, we will not provide your personal information to third parties.

## **DETAILS ABOUT OUR PLATFORM AND SERVICE PROVIDER**

Our Website is hosted by Wordpress ("Host"). Our Host provides us with an online platform to host our blog and sell our products and services to you.

Your data may be stored through our Host's data storage, databases, and general applications.

Our Host and other service providers may use analytic tools to measure traffic and usage trends for our website. For example, when you visit our website, our Host may collect the following information from your visit:

1. the IP address of the computer or device you are using to visit our website,
2. date and time of access,
3. name and URL of the data accessed,
4. the website from which access is made to our domain,
5. your computer's operating system and the browser you use,
6. the country from which access to our website, and
7. the name of your internet provider.

This data is stored and managed by our Host and, thus, is subject to their privacy policy. By using our website, you agree to be bound by our Host's privacy policy, which you can find here: <https://wordpress.org/about/privacy/>.

## **INTERNATIONAL DATA TRANSFERS**

Information we collect may be stored, processed, and transferred between any countries where we operate to enable us to use the information per this policy. This means that your personal information will be transferred to, stored at, and processed in jurisdictions other than where you live.

In particular, the information that we collect is transferred and/or processed in the Philippines.

Personal information that you publish directly on our Sites or submit for publication on our Sites will be available, via the Internet, around the world. We cannot prevent the use or misuse of such information by others.

You expressly agree to the transfers of personal information described in this Section.

## **WHAT ARE YOUR RIGHTS?**

- 1. Right to Access.** You have a right to request from us copies of your personal information subject to the following:
  - The supply of appropriate evidence of your identity, such as a photocopy of your passport.
  - We may withhold the personal information you request to the extent permitted by law.
  - You may instruct us at any time not to process your personal information for marketing purposes.
- 2. Right to Erasure.** If you have consented to the use of data, you can revoke it at any time.
- 3. Right to restrict processing.** You have the right to request that we restrict the processing of your personal information under certain conditions.
- 4. The right to object processing.** Under certain conditions, you have the right to object to our processing of your personal information.

**5. The right to data portability.** You have the right to request that we transfer the data we collected to another organization, or directly to you, under certain conditions.

**6. Right to Rectification.** You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete information you believe is incomplete.

### **7. Right to Opt-out**

We may share your information as necessary with our third-party service providers or collaborators. You will always be informed if we share your information before you opt-in. If you decide to opt-in, you will always have a right to opt-out.

All requests for information, requests for disclosure, or objections to data processing should be sent by e-mail to [admin@annexusinternational.com](mailto:admin@annexusinternational.com). If you make a request, we have thirty (30) days to respond.

We may deny your requests in certain instances; for example, we cannot verify that you are the owner of the information, or we are legally required to maintain a copy of the personal information. In that event, we will communicate this fact to you in writing.

You may appeal our decision by responding to the communication denying your request.

### **HOW LONG DO WE RETAIN YOUR DATA?**

We keep data for as long as there is a need to keep it in connection with the purposes for which it was collected. We may retain your data after a particular matter or exchange has concluded, but purely for record-keeping purposes and to be able to respond to queries.

Notwithstanding the other provisions of this, we will retain documents, including electronic documents, containing personal data:

1. To the extent that we are required to do so by law.
2. If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
3. To establish, exercise, or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

While the specific periods vary depending on the circumstances, we generally will not keep records that include personal data for more than ten (10) years after a particular matter or exchange has concluded.

If you ask us to stop sending you marketing communications or Unsubscribe from our e-mail list, we will retain specific details, such as your name, to help us ensure that you are not contacted again.

### **SECURITY OF YOUR PERSONAL INFORMATION**

1. Our website uses SSL/TLS encryption for security reasons and to protect the transmission of confidential content. Third parties cannot read the data that you transmit to us.
2. We will take reasonable technical and organizational precautions to prevent your personal information's loss, misuse, or alteration.

3. As we are using our Host's platform for our website, as such, we are limited by the processes used by our Host to protect your data, including the use of firewall and encryption for payments.
4. All physical documents in paper format are stored under lock and key and cannot be accessed outside our organization. We store them in accordance with our retention policy, after which they are shredded and destroyed.
5. You acknowledge that transmitting information over the Internet is inherently insecure, and we cannot guarantee the security of data sent over the Internet.
6. You are responsible for keeping the password you use for accessing our Sites; we will not ask you for your password except when you log in to our website.

## **COOKIES AND TRACKING TOOLS**

Our Site uses cookies. These small text files make it possible to save specific, user-related information on your device while you are using our Site. Cookies make it possible for us to determine the frequency of use and the number of users of the pages of our Sites and to analyze the behavior of our Site users. They make our offers more customer friendly.

Cookies are stored beyond the end of a browser session and can be called up again when you revisit the Site. If you do not want this, you should set your internet browser so that it refuses to accept cookies.

We have a separate cookies policy that will inform you what cookies we are using and how you can exercise your choice whether to accept or reject the use of our Cookies. You can read it [here](#).

You can also delete cookies. If you are in Europe, you can learn more about how to delete cookies on this website: [www.youronlinechoices.com](http://www.youronlinechoices.com)

Note, however, that deleting cookies will negatively impact the usability of many websites.

## **PRIVACY POLICY ON CHILDREN**

While we may collect personal information of children under 18 years of age, we only do so with the consent of the child's parent/s or guardian/s.

If we become aware that we have collected personal data from anyone under the age of 18 without verification of parental consent, we take steps to remove the information from our system.

## **WE WILL NEVER SELL YOUR INFORMATION**

All the information we collect from you is used solely for the purposes enumerated in this Privacy Policy. We do not monetize any data we collect from you through selling said information.

## **USE OF SOCIAL MEDIA PLUG-INS**

We currently use the following social media plug-ins: LinkedIn

We use the so-called 2-click solution. This means that when you visit our Site, no personal data is initially passed on to the providers of these plug-ins.

You can recognize the plug-in provider by the initial letter/symbol. Only if you click on one of the plug-ins will personal data be transmitted: When the plug-in is activated, data is automatically transmitted to the respective plug-in provider and stored there. We do not influence the collected data and data processing procedures, nor are we aware of the full extent of the data collection, the purposes, or the storage periods. Since the plug-in provider collects data mainly via cookies, we recommend that you delete all cookies before clicking on the symbols via the security settings of your browser.

If you want to learn how our social media plug-ins provider handles your data, you can read their respective privacy policies here:

LinkedIn, Inc., <https://www.linkedin.com/legal/privacy-policy>

### **THIRD-PARTY LINKS**

Our Sites may contain links to other websites not operated by us. If you click on a third-party link, you will be directed to that third-party's Site. We strongly advise you to review the privacy policy of every Site you visit.

We have no control over and assume no responsibility for any third-party sites or services' content, privacy policies, or practices.

### **THIRD-PARTY APPLICATIONS WE USE.**

You may engage with us through third-party applications we use.

This privacy policy is also applicable to those engagements as far as practicable.

Take note that the personal information you transmit to our social media accounts or through third-party applications we use is usually not collected by us but by our social media platform providers. As such, they are governed by the privacy policies of those providers. Likewise, these providers use cookies.

If you want to know how our social media and third-party application provider use and collect your data, please read their respective privacy policies here:

Basecamp

Privacy Policy: <https://37signals.com/policies/privacy/>

SIRVA Search Engine

Privacy policy: <https://www.sirva.com/support/privacy-policy>

BGRS Reloaccess

Privacy policy: <https://www.sirva.com/support/privacy-policy>

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Privacy Policy: <https://www.weichertworkforcemobility.com/privacy-policy/>

Linkedin

Owner: LinkedIn, Inc.

Privacy Policy: <https://www.linkedin.com/legal/privacy-policy>

## **OUR E-MAIL POLICY**

If you elect to communicate with us via e-mail, we may retain the content of your communications, including your e-mail address. These communications are afforded the same protection as laid out in this privacy policy.

All e-mails sent to us are confidential. We do not disclose, sell, transfer, or otherwise lease our e-mail list to any third parties, nor will we disclose our e-mail list to any third party, except in cases stated in this privacy policy.

In compliance with the provisions of the US CAN-SPAM Act, all e-mails from us will clearly state the sender's name and clear and specific information as to how to contact us. Our e-mails will also provide detailed instructions if you wish to unsubscribe from our e-mail list.

## **BASIS OF THIS DATA PROTECTION DECLARATION**

This Privacy Policy Declaration was written taking into account your rights and the protection afforded by the Data Protection Law or Regulations existing in the following jurisdictions:

1. Philippines: Data Privacy Act of 2012
2. EU: EU General Data Protection Regulation (EU GDPR)
3. Switzerland: Swiss Federal Data Protection Act (FDPA)
4. Brazil: Lei Geral de Proteção de Dados (LGPD)
5. New Zealand: New Zealand Privacy Act 2020
6. UK: UK GDPR and Data Protection Act
7. California: California Privacy Rights Act (CPRA)
8. US: Childrens Online Privacy Protection Act (COPPA)
9. Canada: Protection of Personal Information and Electronic Documents Act (PIPEDA)
10. Australia : Privacy Act of 1988

## **COMPLAINTS**

If you have complaints about how we process your data, or you feel that we did not address your concerns, you may contact the Philippines National Privacy Commission at [complaints@privacy.gov.ph](mailto:complaints@privacy.gov.ph) or the competent Data Protection Authority in the place where you reside.

## **AMENDMENTS TO THE DATA PROTECTION DECLARATION**

We reserve the right to amend the data protection declaration to adapt it to changed legal situations or in the event of changes to the services offered and data processing. However, this only applies with regard to statements on data processing. If the user's consent is required or elements of the data protection declaration

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contain regulations of the contractual relationship with the users, the changes are only made with the users' permission.

The users are asked to inform themselves regularly about the content of the data protection declaration.

If you have questions or complaints about this Privacy Policy, contact us at [admin@annexusinternational.com](mailto:admin@annexusinternational.com).