

Privacy Policy

Last Updated: 22 June 2018

Policy Statement

E-Guardian Philippines Inc. (EGP) and its affiliates (hereinafter, “We” or “Us”) value your business. We recognize that your privacy is very important and we endeavor to maintain the security of Personal Data you have shared with us in accessing this Website.

EGP is committed to the compliance to all laws and regulations with regard to the collection and processing of Personal Data. These laws and regulations include, but are not limited, to the EU General Data Protection Regulation (GDPR) and the Philippine Data Protection Act of 2012 (collectively referred as “Data Protection Laws and Regulations”).

This Privacy Policy provides information on what data we collect and the measures we take in using, disclosing, sharing and protecting Personal data. Only information collected by this website (<https://www.e-guardian.ph>) is covered by this Privacy Policy, except where stated otherwise.

Definition of Terms

1. **“Affiliates”** - for the purpose of this Privacy Policy refers to EGP’s parent or sister companies
2. **“Personal Data”** - any information related to a natural person or ‘Data Subject’, that can be used to directly or indirectly identify the person
3. **“Data Subject”** - a natural person whose personal data is processed by a controller or processor
4. **“Consent”** - freely given, specific, informed and explicit consent by statement or action signifying agreement to the processing of their personal data
5. **“HTTPS”** - Hypertext Transfer Protocol Secure is a communication encryption method for ensuring secure communication between a user’s browser and a web server.
6. **“Google Analytics”** - a website traffic analysis application that provides real-time statistics and analysis of user interaction with the website.
7. **“Cookies”** - a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing.

Collection of Personal Data

Your Personal Data is collected from you upon filling up the Contact Us form. These information may include the following:

- Your Name
- Your Email Address
- Contact Number (Optional)
- Company / Organization (Optional)

We only collect and store information you voluntarily give to us by using Contact Us form on this website, via email or direct call from you.

Use of and Sharing Personal Data

All information you shared to us will be used properly to respond to you, with regards to the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request.

Unless you ask us not to, we may contact you via email in the future to tell you about any special support and services or any information we think will interest you.

We will not disclose, sell or rent this information to anyone without your consent.

Storing Personal Data

We process and store your Personal Data as long as it is needed or required to meet any business transaction between you and E-Guardian Philippines. If you think it is no longer required, you may request to us at any time to delete all Personal Data we have about you. You can do this by contacting us thru email, mail or phone number provided on Contact Us section.

Security

We are aware that your privacy is very important and we take safety measures to protect your information. When submitting personal information within our website, your information is protected either online or offline.

Whenever we collect personal information from you, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for "https" at the beginning of the address of the web page.

Employees who need the information to process your request are the only one granted to access information you shared to us. While we use encryption to protect personal information transmitted online, we also protect your information offline. All personally identifiable information are kept in a secured computers or servers.

For the purpose of statistical analysis, we use analytic tool such as Google Analytics. This analytic tool uses cookies to collect information on how you interact with our website for us to offer better user experiences and tools in the future. This information does not include personal data such as names, email addresses, phone numbers, etc. You may opt not to receive cookies by disabling them on your browser configuration.

Changes to this Privacy Policy

E-Guardian Philippines Inc. will update this Privacy Policy from time to time in order to reflect changes on this website and also to remain compliant to Data Protection Laws and Regulations.

Contact us

If you have any questions or concerns regarding our Privacy Policy, you may contact our Data Protection Officer by sending email to dl-it@e-guardian.ph or by writing to us at the following address:

E-Guardian Philippines Inc.
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2153 Don Chino Roces Avenue
Makati City, 1230
Philippines
Telephone No: +632 838-0443