

## PRIVACY NOTICE

### SPLASH CORPORATION AND OTHER STAKEHOLDERS

#### Welcome Note

Welcome to **Splash Corporation**

This Privacy Notice informs you of our policy regarding the data we collect and how we use, transfer/disclose, and store/retain/dispose or otherwise process your personal data.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). We shall seek to strike a balance between your personal privacy and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our business as one of the top personal care companies in the Philippines.

In this NOTICE, the terms “data” and “information” are used interchangeably. When we speak of “personal data,” the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to identify you distinctively. For their exact definitions, you may refer to the DPA. You should also note that while we give examples here to explain this Privacy Notice in simple and clear language, such examples do not form an exhaustive list of all the data that we process.

#### Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. These may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

1. Information you provide us as an Applicant and/or **Employee**. When you apply for, or are employed in Splash, we collect, among others, information necessary to evaluate and process your application (such as but not limited to your name, birthdate, civil status, contact information, citizenship, personal and family background, academic records, employment and medical records, previous employment records); and such information as may be necessary for the administration of employee benefits including government mandated benefits (such as SSS, Philhealth number, Pag-Ibig Tax Identification Number and record, information concerning your beneficiaries/dependents, government IDs, PRC licenses, Emergency contacts, etc.); information to assess and evaluate employee performance; and to comply with existing laws and regulations
2. Information you provide us when you apply for accreditation as a **Distributor, Vendor, Supplier, Service Provider, or Independent Contractor**, and information which may be necessary to transact or enter into a transaction with our Company (such as your or your Company's shareholders/representatives' name and contact information, government IDs, financial/bank details, paying habits, Tax Identification Numbers, and such other details as may be necessary for documentation and processing of transactions, inquiries, and providing appropriate updates and to monitor and audit

performance and compliance with contract terms and legal obligations, to determine possible conflict of interest, to prevent, deter and detect fraud or any unlawful act.

3. Information you provide us as whilst providing a feedback or making inquiries to our Company, or when accessing or posting any comments on, or sending messages to any of our email accounts, websites and social media pages (such as your IP address, email address, contact information, pages and internal links accessed in our site, frequency, date and time of visit to our sites; geo-location, referring site or platform used to access our site, operating system and browser type)
4. Unsolicited Information or information provided to us without our request.

**Unsolicited Information.** When personal information is sent to or received by us, without our prior request we will determine if we can legitimately keep such information in such cases. If it is not related to any of our legitimate interests, then we will dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in confidentiality and in the same manner as our personal information that is provide to us.

Where personal data of other individuals (e.g., beneficiaries, dependents, heirs) are to be provided or required. we will request you to certify that you have obtained prior consent of such individuals or to provide us with a copy of their written consent, in such format as may be required by **Splash Corporation's** Data Protection Officer (DPO).

### How We Use Your Information

Any and all processing of personal data shall be made for a to pursue a legitimate purpose / business interest (such as for administrative, research, historical and statistical purposes, to feature your accomplishments/awards in articles about company activities in company announcements websites or social media posts); to comply with contractual and legal obligation; to comply with applicable laws, regulations, policies, and procedures; to comply with regulatory requirements and legal processes issued by the courts, by the regulatory, or law enforcement agencies; to carry out public interest ( for public order, public safety, etc.) to monitor compliance with legal obligations, for the purpose of protecting, enforcing the Company's rights and for litigating any claim made by or against the Company; and/or for any other purposes analogous to the foregoing.

The DPA imposes strict rules for processing sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

Where specific consent for is required by law to use of your personal data, then we will secure such consent from you.

Please note that we will not subject your personal data to any automated decision-making process without your consent.

## How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, or when so required by government order, or when necessary to enforce the Company's rights or pursuant to the legitimate interest, we may also share, disclose, or transfer your personal data to other persons or organizations (such as third party service providers, government regulatory agencies or affiliates, legal practitioners, external auditors) .

The only people within the Company that will be able to access data are those covered under this policy and whose functions necessarily require them to access such data

## How We Store, Retain, and Dispose of your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the different units or offices of Splash Corporation.

We shall only retain your information only until the declared, specific and legitimate purpose has been achieved or the processing relevant to the purpose has been terminated unless necessary to establish, exercise or defend legal claims, or when the law or government regulatory agencies require otherwise.

At the end of the retention period, and unless otherwise required under law or regulatory agencies all affected records will be securely disposed.

## Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data. As provided under the DPA, you have the right to be informed about the processing of personal data we hold about you, and to:

- Reasonable access to data we have about you upon demand providing sufficient time for preparation
- Object to the processing of your personal data if personal data processing is based on consent. .
- Data portability
- Dispute and request for rectification of any inaccuracy or suspend, withdraw or order the blocking, removal or destruction from our system, where warranted
- Claim, pursuant to a valid decision, damages due to the inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, taking into account any violation of your rights and freedoms as a data subject .
- Lodge a complaint before the National Privacy Commission provided that you first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO

## Inquiries

Should you wish to exercise any of your rights, or for any concern or question regarding, this Notice, or any matter the processing your personal data by the Company, you may contact **Splash Corporation** DPO at: The DPO Office: Tel No.: (02) 8771-4500, and e-mail address: [splash.dpo@wipro.com](mailto:splash.dpo@wipro.com).

## Changes in the Privacy Notice

We reserve the right to revise/make changes to this Privacy Notice, on such occasions a new privacy notice will posed. Any modification is effective immediately upon posting on the website of **Splash Corporation**.

## Other Splash Policies

Other policies of **Splash Corporation**, which are not inconsistent with this Privacy Notice, will continue to apply. Where any provision of this Notice is found unenforceable or invalid by any court with competent jurisdiction, the invalidity of such a provision will not affect the validity of the other provisions, which shall remain in full force and effect.

## COOKIE POLICY

### Cookies and how we use them

#### What are cookies?

When you visit a website, small text files called cookies is downloaded onto your device. These cookies are then sent back to the website every time you visit it again, or to another website that recognizes the cookie. Cookies allow a website to remember your device and recognize you as a returning user.

#### Why cookies are helpful

Cookies are files created by sites you visit. They make your online experience easier by saving browsing information. With cookies, sites can:

- ✓ Keep you signed in
- ✓ Remember your site preferences
- ✓ Give you locally relevant content

**SPLASH** uses cookies to view visitors to our website.

#### What information do we collect?

**SPLASH** collects the email addresses of our website visitors. This way, we can monitor visitors who are returning to our website and their activities while viewing the contents of our website. By monitoring their activities, it can help us improve and promote our products better.

However, you can use our website anonymously without giving us any information. We may monitor our anonymous guests' activities to help improve our products and service delivery by:

1. Monitoring first-time visitors, returning visitors, and frequent visitors of our website;
2. Monitoring the areas of the website you visit;
3. How much time you spent viewing our website content;
4. Your means to reach our website;
5. The type of device you used;
6. The type browser you use for browsing our website.

### **You may change your cookie preferences**

If you're looking to update your cookie settings on your web browser, you can find the "Help" menu in the toolbar. From there, you can learn how to adjust your browser's cookie settings, such as receiving notifications when you receive a new cookie or disabling cookies altogether.

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<sup>i</sup> "Turn cookies on or off," 2023. [Online]. Available:  
<https://support.google.com/accounts/answer/61416?hl=en&co=GENIE.Platform%3DDesktop>.