



PRIVACY NOTICE AND POLICY

At IMUS RURAL BANK, INC (IRBI), we value your trust and confidence in us. Thus, we are committed to safeguard your privacy and ensure that the personal data collected from you are protected in accordance with mandate of the Data Privacy Act of 2012.

This notice is a way to inform you on how we collect, process, use, secure, maintain and disclose Personal Data which you provided.

General Principles of Data Privacy

As mandated by the Data Privacy Act Of 2012, in the usual course of banking business activities, we collect the following personal information from you and about you, including but not limited to:

- Name, date of birth, gender, civil status, nationality, education
- Contact details like home address, mobile and telephone number, email address
- Government issued IDs
- Specimen signatures
- Employment and/or business details
- Financial information (such as assets, income, expenses, etc.)
- Images via CCTV and other similar recording devices which maybe observed when visiting our offices (subject to regular deletion/destruction)

In accordance with the provisions of the Bank Secrecy Law, IRBI is prohibited from disclosing the information generated to third parties except upon written consent of the account holder or in pursuance of a verified court order.

The Bank shall also STORE and RETAIN your Personal Data in paper and electronic forms, in the Customer Information System (WEBLOAN) and other repository within the duration of our banking relationships, and will be stored for a minimum of **10 years** from the time of Account Closure and for litigation, 25 years. Afterwards, theBank shall responsibly DELETE, DISPOSE OF and DESTROY said personal data to the extent provided by the relevant retention policy.

Finally, IRBI will SHARE and DISCLOSE said information in the furtherance of its business and as required by existing laws and regulations, and will exercise protection measures for security and control access by authorized personnel/ officers to preserve the Confidentiality, Availability and Integrity of your personal data (paper/electronic/record forms under the requirements of Sec. 21 Principle of Accountability.

For questions, concerns, or requests regarding your personal data, you may contact:

Data Protection Officer

Imus Rural Bank, Inc.

Email: imusrb@yahoo.com

Phone: 046-471-3481

Address: Imus Rural Bank Main Office, Cor. Col. M. Sapinoso and Capt. I. Bella Sts., Pob. I-C, City of Imus, Cavite 4103