



R.G. Manabat & Co.
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This **data privacy notice and consent form** (this “Notice and Consent”) is issued to all the learning and development (L&D) clients of **KPMG R.G. Manabat & Co.** (the “Firm”) pursuant to the statutory requirements of the Data Privacy Act of 2012 (the “Act”). During your course of dealing with us, we will collect, process, use and retain your personal information and sensitive personal information (your “Personal Data”) for legal purposes, including the facilitation of training, registration of Continuing Professional Development (CPD) units with the Professional Regulatory Commission (PRC), and/or communication with you regarding L&D trainings, updates and services.

The Personal Data we will collect shall include: (a) your name, email address and contact number; (b) your PRC license number and its expiration date; and (c) your company name and position. We shall rely upon the truth, accuracy and completeness of the Personal Data you provide to us without independently verifying it. You must promptly notify us in the event of any change to your Personal Data by contacting our Data Protection Officer (DPO) through the contact information provided below.

It is necessary for us to collect and to retain your Personal Data. If you do not provide us with your Personal Data, or do not agree in writing with this Notice and Consent, we will not be able to provide L&D trainings and other related services (such as registration of your CPD units with the PRC) to you.

The Firm is committed to ensuring that your Personal Data is handled properly and stored securely. We shall take all reasonable steps, including the implementation of organizational, physical and technical security measures, to safeguard your Personal Data.

By signing hereunder, you explicitly and unconditionally agree with the following statements:

- You consent to the Firm’s processing of your Personal Data for the purposes described in this Notice and Consent;
- You agree that to achieve the above-mentioned purposes, your Personal Data may be transferred by the Firm to and accessed, processed and retained by KPMG International Cooperative (“KPMG International”), its member firms and other related entities, and the Firm’s service providers, within or outside the Philippines, that perform administrative and/or other services on the Firm’s behalf. We will not disclose any of your personal data to any third party without your consent, except to the aforementioned entities; provided, that, we may also disclose to third parties to whom we are compelled or required under applicable law to disclose your Personal Data.
- You agree that the Firm may retain your Personal Data for a period of ten (10) years from the date indicated beside your signature below.
- You confirm that you are aware of your rights under the Act and its implementing rules and regulations, which include the rights to access, correction/rectification, amendment/updating, removal or retention of your Personal Data. You will immediately notify the Firm through its DPO in order to exercise these rights through: *Postal address: 9/F, KPMG Center, 6787 Ayala Avenue, Makati City 1226, Philippines; Dedicated telephone number: +63 2 835 4661; and Dedicated email address: ph-dpo@kpmg.com.*

<i>Printed Name:</i>	<i>Signature:</i>	<i>Date signed:</i>
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