

INTRODUCTION

The website <https://www.studyfund.org.ph> or any related website incorporating the subdomain [studyfund.org.ph](https://www.studyfund.org.ph) are owned and operated by Study Fund For Philippine Children Foundation, Inc., a charitable organization registered in the Philippines with DSWD Authority to Conduct National Fund Raising Campaign No: DSWD-SB-SP-00050-2022 valid from December 30, 2022 to December 31, 2023, nationwide, with registered address at 118 Old Sauyo Road, Novaliches, Quezon City.

Protecting the privacy of our beneficiaries as well as donors is one of our commitments and the information that we collect will only be used as permitted by law. The purpose of this privacy notice is to help you understand how and why we use the information you give us.

Therefore, we encourage you to carefully read the following to understand our practices regarding your personal data and how we will treat it. By using our website or providing us with your personal information, you agree to your personal information being used and stored in the manner set out in this notice. There may be periodic updates to this notice. We advise you to check it regularly.

HOW WE COLLECT INFORMATION ABOUT YOU

We may collect information from you when:

- You make a donation to us or respond to our mailings and requests (this includes when you donate to our program, seasonal campaigns and projects yourself or on someone else's behalf);
- You contact us in relation to volunteering for us, act as an ambassador or fundraise on our behalf;
- You join an event (e.g. fundraising activity, or corporate partnership events);
- You apply for a job with us or become an employee or provide services via an agency or provide consultancy services directly to us;
- You request and/or receive a copy of any materials from us;
- You fill out a donation form via Google Docs; or
- You contact us with inquiries or other correspondence (including via social media) or become involved with us in another way (e.g. by indicating you would like to hear more from us, or you would like to make a donation to us, either directly or via online).

If you interact with us in one of the ways listed above, we may collect and process personal information about you such as:

- Your name, address, email address, telephone number, age and marital status;
- Information you enter onto our website or in other hard copy forms at an event;
- Records of your correspondence with us, if you have contacted us;
- Details of your visit to our website, including your IP address;
- Whether you have a relationship to another sponsor/benefactor (e.g. husband/wife).

We may also gather sensitive personal information about you, such as details about a health condition in order to communicate with you appropriately in the future. We may also collect this information if you plan to attend an event.

Information we receive from other sources

Your information may be given to us by third parties. They will do so pursuant to their own policies on data protection and privacy. It is a good idea to check their privacy notice when you provide your information to them to fully understand how they will process your data and may share it with others.

WHY AND HOW WE USE YOUR INFORMATION AND ON WHAT BASIS

National Privacy Commission provides companies a legal list of rules to regulate the collection, handling, and disposal of all personal information.

Study Fund For Philippine Children Foundation, Inc. will only process your data under one of the following bases:

- Contract (usually our employee data)
- Consent (usually our sponsor data where you give specific approval to process your data to fulfill our relationship)
- Legitimate Interest (where consent is not required and our processing is considered expected and non-intrusive)

We will handle your personal information in accordance with this notice and our obligations under applicable laws and regulations, for one or more of the following purposes:

- To manage your donation or support your fundraising;
- To provide you with information you have indicated you are happy to receive or which you have asked for;
- To submit to applicable laws and regulations, and requests from statutory agencies;
- For our internal administrative purposes and to preserve a record of your relationship with us;
- For the purposes of internal research such as supporter satisfaction research;
- For marketing purposes, to provide you with information about us, our fundraising campaigns, the opportunity to participate on our events, and any other information, products, activities or services that we provide or provide access to;
- Where you have provided your consent, to publish details of your story;
- To provide you with information about volunteering opportunities;
- To provide you with details about our campaigns
- To provide important event information where you have signed up to attend;
- To handle your communication preferences with us generally;
- To advise you about changes to our service and/or donor/sponsorship opportunities;
- To guarantee that content from our website is presented in the most effective manner for you and for your computer/mobile device.

Where the law allows us to do so, with the aim of improving the quality and correctness of the information you have given us, we frequently check the accuracy of the data we already have about you (such as your phone number, email address or address) against pieces of data which are in the public domain (e.g. using postcode validation). We may also use third parties to check this on our behalf. We will only check the accuracy of the information we hold. If, for instance, you have not given us a phone number, we will not obtain a phone number for you and use it to contact you. If we acquire updated details, we would combine this with the information we currently hold about you.

We may create a profile about you, your interests and preferences from publicly available information. This helps us to ensure communications are relevant and we make appropriate requests for donations and other forms of support. The types of information collected about you from the public domain will include:

- Your age;
- Your credentials;
- The type of charity which you are a trustee
- Position/s you hold in your company;
- History of your donation;
- Your business organization.

WHERE YOUR INFORMATION IS STORED

The information we collect from you may be transmitted to and kept at a destination outside the SFK Office (e.g. the SFK office in the Netherlands. It may also be processed by persons operating outside SFK Office). By submitting your details you agree to this use of your data.

Online payment transactions are encrypted and managed by third party agencies (payment portals like GCash, and online banking; and they do have their own policies on data protection and privacy. It is a good idea to check their privacy notice when you provide your information to them to fully understand how they will process your data and may share it with others.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, any transmission is at your own risk. Once we have received your information from payment portals, we will use strict procedures and security features to try to prevent unauthorized access.

HOW LONG WE KEEP YOUR DATA

We will keep the information you willingly provided throughout the duration of your sponsorship or as long as you are actively donating to Study Fund For Philippine Children Foundation, Inc. Your data will only be deleted on one of the following occurrences:

- Deletion of your personal information by you.
- Receipt of a written request by you to us.
- Your sponsorship/donor account has been inactive and you have opted out from receiving communication from Study Fund For Philippine Children Foundation, Inc. through a written request.

In the event that you are no longer actively donating or you have ended your sponsorship support, you may decide to retain your data with Study Fund for Philippine Children Foundation, Inc. in order to be up-to-date with our work.

For non-financial relationships wherein you have opted in to give your consent to receive updates from Study Fund For Philippine Children Foundation, Inc. and where there is no request for deletion by you through a written request, we will retain your data for five years from the last date of communication or donation. Thereafter, it will be deleted permanently.

WHO HAS ACCESS TO YOUR INFORMATION / WHO WE SHARE YOUR DATA WITH

We may allow our staff, consultants and/or external providers acting on our behalf to access and use your information for the purposes for which you have provided it to us (e.g. to deliver mailings, analyze data and to process payments) or for purposes set out in this privacy notice. We may also allow these representatives to contact you concerning your donations.

We will only provide them with the information they need to deliver the relevant service. We will ensure your information is transferred securely and treated with the same diligence as if we were handling it directly.

We do not sell your data to third parties for the purposes of marketing. In other cases, we will not share your personal data with third parties except in accordance with this privacy notice or when we have your permission.

We may disclose your information to other organizations and agencies if we are under a duty to disclose or share it in order to comply with any legal obligation, or in order to enforce or apply any agreements; or to protect the rights, property or safety of us or others. For example, we may share your information with the DSWD for the purpose of administering child sponsorship program.

In accordance with our commitment to protect vulnerable children from all forms of exploitation and abuse, we may share details, including personal data, relating to serious breaches of our Child Protection Policy and Procedures with statutory authorities such as the police, Local government units from the communities we are supporting and the Department Of Social Welfare And Development (DSWD).

YOUR RIGHTS

The National Privacy Commission implement RA10173, effective in the Philippines provides you with the following rights:

1. The right to be informed
2. The right to access
3. The right to object
4. The right to erasure or blocking
5. The right to damages
6. The right to file a complaint
7. The right to rectify
8. The right to data portability

To know more about your data privacy rights please read the applicable guide issued by the National Privacy Commission: <https://www.privacy.gov.ph/know-your-rights/>

You can exercise your data protection rights in the following ways:

1. Email administrator@studyfund.org.ph to send your request.
2. You can send postal mail to the following address:

Study Fund For Philippine Children Foundation, Inc.

118 Old Sauyo Road Novaliches, Quezon Avenue 1116

3. You can call the following:

- Smart: +63-943-407-9800
- Globe: +63-916-623-6980

Instructions for unsubscribing from emails are included in each email we send.

In exercising your data rights, we will require suitable identification such as a copy of any of your valid government issued ID.

If you are not satisfied with the way we have processed your personal data, please message us using one of our contact details in this privacy notice. If you are still not satisfied with how your concern is dealt with, you can get in touch with the National Privacy Commission or visit this link: <https://www.privacy.gov.ph/complaints-assisted/>. Otherwise, you are entitled to make a complaint to the information to NTC without first referring your complaint to us.

CHANGES TO OUR PRIVACY NOTICE

9.1 We reserve the right to make changes to this privacy notice without advance notice. Notice of such changes to this notice will be posted to the homepage for this website (www.studyfund.org.ph) for a period of three days.

COOKIES POLICY

What are cookies?

Like most websites, we use cookies. Cookies are tiny pieces of data saved on your computer or mobile device. There are several types of cookie and they each have different functions or uses.

How do we use cookies?

We use the following types of cookies:

1. Essential cookies – these are required for the operation of our website and include, e.g. to enable you to log in to the secure area, 'My Sponsorship', of the website or make use of e-payment services.
2. Analytic/performance cookies – these allow us to recognize and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

3. Functionality cookies – these are used to recognize you when you return to our website. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language).
4. Targeting cookies – these cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Third party websites and social networks

If you click on a hyperlink from our website to any third-party websites (e.g. if you ‘share’ content from our website with friends or colleagues on social media), you may be sent cookies from these third party websites. They will do so pursuant to their own policies on privacy and cookies. It’s a good idea to check their privacy policies to fully understand their use of cookies.

Disabling cookies

By using our website, you consent to our use of cookies as updated from time to time and the cookies we use will be stored on your device (unless rejected or disabled by your browser).

Internet browsers normally accept cookies by default. However, it is possible to set an internet browser to reject cookies. If you do not accept our use of cookies as set out in this notice, please set your internet browser to reject cookies. This may impair your ability to use our website so that some features may not work.

Changes to this notice and further information

We may update our use of cookies, and this notice, from time to time, so please check this notice regularly.

You can find out more about cookies generally and how to disable them at www.allaboutcookies.org.

If you have any questions about this privacy statement, the practices of this site, or your dealings with this website, you can contact us at administrator@studfund.org.ph.

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