

Privacy Notice for Our Clients

Introduction

This Privacy Notice is addressed to you, our valued client. As your partner in background screening and verification, Info-vision Research Systems, Inc. is committed to the principles of transparency, accountability, and security in the processing of personal data.

This Notice outlines our role and obligations as a **Personal Information Processor (PIP)** under the Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and the issuances of the National Privacy Commission (NPC).

Our Role as Your Personal Information Processor

In our engagement, you are the **Personal Information Controller (PIC)**. You determine the purpose and means of processing the personal data of your candidates, who may be your prospective employees, current employees, or your own clients. We, Info-vision Research Systems, Inc., act as the **Personal Information Processor (PIP)**, processing personal data only upon your express and documented instructions.

The Scope of Our Processing Activities

As your chosen provider for background checks, we process the personal and sensitive personal information of your endorsed candidates to deliver our services. Our processing activities are strictly limited to the following purposes as stipulated in our service agreement:

- **Identity Verification:** To confirm the identity of the candidate.
- **Address Verification:** To confirm the address of the candidate.
- **Credential and Qualification Verification:** To verify the authenticity of educational records, employment records, professional licenses, and other qualifications.
- **Record Checks:** To check for criminal records, litigation history, and credit history where applicable and legally permissible.
- **Reputational Risk Assessment:** To gather information on the candidate's reputation and character through lawful means.
- **Reference Feedback:** To obtain feedback from declared references.

Types of Personal Data We Process

Upon your endorsement and on your behalf, we process the following categories of personal data provided by you or the candidate:

- **Personal Information:** Full name, address, contact details, date of birth, and other identifying information.

- **Sensitive Personal Information:** This may include educational background, employment history, government-issued identification numbers, and in some cases and with explicit consent, information about court proceedings.

Our Commitment to Data Privacy and Security

We take our responsibility to protect the personal data we process on your behalf with the utmost seriousness. We have implemented comprehensive organizational, physical, and technical security measures to safeguard this information against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

Our security measures include, but are not limited to:

- **Secure Web-Based Application ("ORA"):** Our proprietary platform, ORA, is equipped with robust security features, including end-to-end encryption, multi-factor authentication, and strict access controls to ensure that only authorized personnel from both your organization and ours can access the data.
- **Confidentiality Agreements:** All our employees and authorized representatives are bound by strict confidentiality agreements.
- **Regular Security Audits:** We conduct regular vulnerability assessments and penetration testing of our systems to identify and address potential security risks.
- **Data Minimization:** We only process the personal data that is necessary and relevant to the agreed-upon services.

Data Sharing and Sub-processing

We will not share any personal data with third parties without your prior written consent, unless required by law. In instances where a third-party service provider is engaged for specific verification tasks (e.g., onsite inquiries in remote locations), we will ensure that a legally compliant data sharing agreement or outsourcing agreement is in place, holding them to the same data protection standards we uphold.

Data Retention and Disposal

We retain the personal data of your candidates only for the period necessary to fulfill the purposes for which it was collected, to comply with your instructions, and for the establishment, exercise, or defense of legal claims. Upon the expiration of this period, all personal data is disposed of in a secure manner that prevents its further processing and unauthorized access.

Your Responsibilities as the Personal Information Controller

As the PIC, you are responsible for:

- Ensuring a lawful basis for the processing of your candidates' personal data.
- Obtaining valid and informed consent from your candidates for the background check to be conducted by us.
- Providing accurate and complete information to us to facilitate the verification process.
- Upholding the rights of your candidates as data subjects under the DPA.

Our Cooperation in Upholding Data Subject Rights

We are committed to assisting you in upholding the rights of your candidates, including their right to be informed, right to access, right to object, right to erasure or blocking, right to damages, right to file a complaint, right to rectify, and right to data portability. Any requests from data subjects related to their personal data that we process on your behalf will be promptly communicated to you for your appropriate action.

Data Breach Notification

In the unlikely event of a personal data breach, we will notify you within 24 hours of its discovery. We will provide you with all the necessary information and cooperation to enable you to fulfill your obligations under the DPA's data breach notification requirements.

Contact Us

Should you have any questions or concerns regarding this Privacy Notice or our data privacy practices, please do not hesitate to contact our Data Protection Officer at:

Info-Vision Research Systems, Inc.

Norkis Clubhouse Bldg. A.S. Fortuna St. Brgy. Bakilid, Mandaue City, Cebu

Email: info@infovisionresearch.com

Phone: +63 (032) 343 3897 / (02) 8293 1848

Privacy Notice for Candidates

Who We Are

Welcome to the ORA Portal of **Info-vision Research Systems, Inc.** We are a professional background screening company based in the Philippines. The company you are applying to or transacting with (our "Client") has engaged our services to conduct a background check, and you have been directed to our secure portal to provide the necessary information.

Our Role in Protecting Your Data

Under the Philippine **Data Privacy Act of 2012 (DPA)**, the company that requested your background check is the **Personal Information Controller (PIC)**. They decide what information is needed and for what purpose.

Info-vision Research Systems, Inc. acts as the **Personal Information Processor (PIP)**. We process your personal data only on the instruction of our Client and for the specific purpose of conducting the background check required for your application or transaction with them.

What Personal Data We Collect from You

To perform the background check, we will collect the following personal and sensitive personal information from you through this portal:

- **Personal Details:** Your full name, date of birth, current and previous addresses, contact information (phone number, email address).
- **Educational Background:** Names of schools, colleges, and universities attended, degrees or certifications obtained, and dates of attendance.
- **Employment History:** Names of previous employers, job titles, dates of employment, and job responsibilities.
- **Character References:** Names and contact information of individuals you provide as personal or professional references.
- **Documents:** Scanned copies or images of your resume, academic transcripts, professional licenses, government-issued IDs, and other documents necessary for verification.
- **Other Information:** Any additional information required by our Client for their specific screening needs, which will be clearly indicated in the submission form.

Why We Collect and How We Use Your Data

The personal data we collect is used exclusively for the following purposes, as requested by our Client:

- **To verify your identity.**

- **To confirm your educational achievements and professional qualifications** by contacting the relevant institutions and authorities.
- **To verify your employment history** by contacting your previous employers.
- **To check for criminal records, litigation history, or credit information** where applicable and legally permissible, as required for your application.
- **To gather feedback from your declared references.**
- **To compile a final report** which we will submit securely to our Client (the company you are applying to).

Our methods for verification include telephone calls, emails, text messages, online verification portals, and, in some cases, on-site inquiries.

How We Protect Your Data

We are committed to securing your personal data. Our ORA portal and internal systems are protected by reasonable and appropriate organizational, physical, and technical security measures, including:

- **Encryption:** All data you submit and that we transmit is encrypted to prevent unauthorized access.
- **Access Control:** Only authorized personnel from Info-vision and our Client have access to your information on a need-to-know basis.
- **Secure Storage:** Your data is stored in a secure environment protected from unauthorized access, use, or disclosure.

Who We Share Your Data With

Your personal data is shared only for the purpose of conducting the background check. This may include sharing relevant information with:

1. **Our Client:** The final background check report is shared with the company that requested the screening.
2. **Verification Sources:** We will share necessary information with schools, universities, previous employers, and other institutions to verify the details you have provided.
3. **Our Authorized Representatives:** In some cases, our authorized field agents may conduct on-site verification. They are bound by strict confidentiality and data protection agreements.

We **do not** sell or share your personal data for marketing purposes.

How Long We Keep Your Data

We retain your personal data only for as long as necessary to complete the background check and for a reasonable period thereafter as instructed by our Client or as required by law for

record-keeping and audit purposes. After this period, your personal data will be securely and permanently destroyed.

Your Rights as a Data Subject

As a data subject, you have the following rights under the Data Privacy Act of 2012:

- **The Right to be Informed** that your personal data will be, are being, or have been processed.
- **The Right to Access** a copy of your personal data that we hold.
- **The Right to Object** to the processing of your personal data.
- **The Right to Erasure or Blocking** of your personal data from our systems.
- **The Right to Rectify** any inaccurate or outdated personal data.
- **The Right to Data Portability** of your data in a common electronic format.
- **The Right to File a Complaint** with the National Privacy Commission if you feel your data privacy rights have been violated.
- **The Right to be Indemnified for Damages** sustained due to a violation of your rights.

If you wish to exercise any of these rights, you may contact our Data Protection Officer through the details provided below.

Your Consent

By clicking "I Agree" and submitting your personal data through the ORA portal, you confirm that you have read and understood this Privacy Notice and you are giving your **free, specific, and informed consent** to the collection, use, and processing of your personal data by Info-vision Research Systems, Inc. for the purpose of the background check as required by our Client.

You acknowledge that your consent is a necessary requirement for the background check to proceed.

Contact Our Data Protection Officer

For any questions, concerns, or requests regarding your personal data and your privacy rights, please contact:

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