

EMPLOYEE PRIVACY NOTICE

Effectivity Date: June 15, 2026

Document Owner: Human Resources Department & Data Protection Officer

Company Name: HP Ventures, Inc.

PURPOSE

HP Ventures Inc. with all its entities, is committed to protecting the privacy, confidentiality, and security of employee personal information. This Employee Privacy Notice explains how employee information within the Management Resource & Integrated System (MRIS) is collected, used, stored, retained, disclosed, and protected in compliance with applicable data privacy laws, regulations, and internal company policies.

SCOPE

This Privacy Notice covers all personal information collected, processed, stored, shared, retained, and disposed of by the Company in relation to employment and workforce management activities. The scope of this notice includes personal information processed through manual and electronic systems, including the Human Resource, Management Resource & Integrated System (MRIS), email systems, payroll platforms, attendance systems, access control systems, and other company applications used for employment administration and operational purposes.

This Privacy Notice applies to all:

- Employees
- Job applicants
- Contractual personnel
- Consultants
- Intern
- Former employees

PERSONAL INFORMATION COLLECTED

HP Ventures Inc. and its entities may collect, process, and maintain the following categories of personal information.

1. Personal Identification Information

- Full name
- Date of Birth
- Gender
- Nationality
- Permanent and Current Home Address
- Contact Information

- Government-issued identification numbers
- 2. Employment Information
 - Employee ID Number
 - Job title and Department
 - Employment History
 - Character References
 - Attendance and Leave records
 - Work Schedules
 - Performance Evaluations
 - Training and Certification Records
 - Disciplinary Records
- 3. Payroll and Financial Information
 - Salary and Compensation details
 - Bank Account Information
 - Tax Identification Number
 - Payroll Records
 - Benefits and Allowances
- 4. Benefits and Dependents Information
 - Health insurance details for illegible employees
 - Beneficiary details
 - Emergency Contacts
 - Dependents Information
- 5. Technical and System Information
 - Log-in Credentials
 - Access Logs
 - Device Information
 - Email and System Usage Records
 - Email System Usage
- 6. Sensitive Personal Information

HP Ventures and its entities may process sensitive personal information including:

- Government-issued records required by law.
- Information relating to dependents and beneficiaries.
- Health and medical information, Workplace Safety, and fitness-to-work assessments.

7. Sources of Personal Information

Personal information may be collected from:

- Employees
- Job Application forms and recruitment processing or platforms
- Government Agencies

- Background verification process
- Company Records during employment
- Attendance, payroll, and access user control

PURPOSE OF DATA PROCESSING

Employee personal information is processed for legitimate business, operational, legal, and employment-related purposes, including but not limited to:

- Recruitment and hiring
- Employee onboarding and administration
- Payroll processing and compensation management
- Attendance and leave administration
- Benefits of employees
- Performance management and employee development
- Workforce planning and reporting
- Compliance with legal and regulatory requirements
- Information security and access management
- Protection of company assets and systems
- Investigation of policy violations or security incidents

LEGAL BASIS FOR PROCESSING

The HP Ventures Inc., and its entities processes employee personal information based on one or more of the following:

- Compliance with legal obligations
- Fulfillment of employment contracts
- Legitimate business interests
- Protection of vital interests
- Employee consent, where required by law.

DATA SHARING AND DISCLOSURE

Certain employment-related processes may utilize automated systems for attendance computation, payroll processing, benefits administration, reporting, and workforce management. Final employment-related decisions remain subject to human review and oversight where required.

Employee personal information may be disclosed or shared with:

- Authorized Human Resources personnel
- Company management and supervisors
- Government agencies and regulators

- IT service providers and system administrators
- Consultants or legal advisors
- IT Higher Ranking Officer

DATA RETENTION

Employee personal information shall be retained only for as long as necessary to fulfill business, contractual, legal, regulatory, and operational requirements.

Upon expiration of the applicable retention period, records shall be securely:

- Deleted
- Destroyed
- Archived
- Data is physically destroyed by a shredder machine, 3-5 years after separation.

In accordance with the HP Ventures Inc. and its entities, Data Retention and HR Data Life Cycle Policy.

DATA PROTECTION AND SECURITY MEASURES

HP Ventures Inc. and its entities implement reasonable and appropriate administrative, physical, and technical safeguards to protect employee personal information from unauthorized access, disclosure, misuse, alteration, or destruction.

Security measures may include:

- Role-based access controls
- Encryption of sensitive data
- Secure system backups
- Firewall and endpoint protection
- Security monitoring and logging
- Confidentiality agreements
- Regular security assessments and audits
- Employee privacy and security awareness training

Access to employee information is limited only to authorized personnel with a legitimate business need, with a written consent letter of the data subject on how personal information is secured and collected.

EMPLOYEE RIGHTS

HP Ventures Inc., and its entities will respond to privacy-related requests within a reasonable period and in accordance with applicable legal and regulatory requirements. Subject to applicable laws and regulations, employees may exercise the following rights regarding their personal information.

Key employees' rights under the Data Privacy Act:

- Right to be informed
- Right to access
- Right to correct inaccurate information
- Right to object to certain processing activities
- Right to Rectification
- Right to erasure or Blocking
- Right to data portability, where applicable
- Right to file a complaint with the appropriate regulatory authority, breaches of privacy rights.

Requests regarding personal information may be submitted to the Human Resources Department or the Data Protection Officer through email.

EMPLOYEE RESPONSIBILITIES

Employees are expected to:

- Provide accurate and updated personal information
- Maintain the confidentiality of passwords and credentials
- Follow the company's information security policies
- Report suspected privacy or security incidents immediately
- Use company systems responsibly and appropriately

MONITORING AND USE OF COMPANY SYSTEMS

HP Ventures Inc., and its entities reserves the right to monitor the use of company-owned systems, devices, email accounts, networks, and applications for legitimate business, operational, and security purposes, subject to applicable laws and policies, such monitoring is conducted to protect company assets, maintain security, and ensure compliance with company policies.

Monitoring activities may include:

- System access logging
- Email and internet usage monitoring
- Security event monitoring
- CCTV surveillance in company premises

DATA BREACH NOTIFICATION AND INCIDENT MANAGEMENT

HP Ventures Inc. and its entities, in alignment with our commitment to data security, maintain security measures overseen by the Data Protection Officer (DPO).

- **Mandatory Notifications:** Under the Philippines Data Privacy Act of 2012 (RA 101173), Breach Management requires Personal Information Controllers (PIC) to notify the National Privacy Commission (NPC).
- **Data Breach Notification Management System (DBNMS):** The Data Protection Officer and INFOZ IT WORKS Team will submit a security incident report once a breach occurs in the Management Resource Integrated System (MRIS).

UPDATES TO PRIVACY NOTICE

HP Ventures Inc. and its entities may periodically revise or update this Privacy Notice to reflect changes in applicable laws and regulations, business operations, or internal policies.

Employees will be informed of significant updates through the official Management Resource Integrated System (MRIS).

CONTACT INFORMATION

For questions, requests, or concerns regarding this Privacy Notice or the processing of personal information, please contact the Human Resource Department (rtc@hpobladorventures.com / ricamelch.cogonon@infovisionresearch.com) and/or Data Protection Officer (dpo.hpv@hpobladorventures.com, dpo.hpv@infovisionresearch.com, dpo@link2info-outsourcing.com). You may also contact the company telephone number:

HP Ventures Inc.

Contact no.: (032) 343-9651

Info-Vision Research Systems Inc.

Contact no.: (02) 8293-1848

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read and understood this Employee Privacy Notice and understand how my personal information may be collected, processed, used, retained, and protected by the Company.

