

DUNBRAE FURNITURE CONCEPTS – PRIVACY STATEMENT

This privacy policy explains how we use any data we collect about you, or that you provide us.

Your use of www.dunbraefurnitureconcepts.com constitutes your agreement to this Privacy Policy.

GENERAL

By availing of our products and services, participating in our events, sending applications via our website and social media accounts, or otherwise providing us with your personal data, you are agreeing to the Privacy Policy of Dunbrae Furniture Concepts, and are giving your full consent to Dunbrae Furniture Concepts, its partners and service providers, if any, to collect, store, access and/or process within the Philippines, whether manually or electronically, for the period allowed under the applicable law and regulations, any personal data you provide for the legitimate business purposes in relation to your disclosure.

Dunbrae Furniture Concepts is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. Dunbrae Furniture Concepts will only collect, record, hold, store, disclose, transfer and use your personal information as outlined below. We shall therefore only use your name and other information, which relates to you in the manner set out in this Privacy Policy. We will only collect information where it is necessary for us to do so and we will only collect information if it is relevant to our dealings with you.

APPLICABILITY

This Personal Information is may be collected from the following ways:

- www.dunbraefurnitureconcepts.com
- <https://www.facebook.com/dunbraefurnitureconcepts>
- Job application interviews and assessments
- Correspondence by telephone, facsimile, email
- Our contact centres and such other websites, application and point of contact that we will develop in the future.

PERSONAL INFORMATION WE COLLECT

“Personal Information” is information that identifies you as an individual which could also be considered “sensitive personal information”, is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, or other professional body, criminal record or health information.

If the Personal Information was provided by a minor or one who is not legally capable of entering into contractual transactions without parental or guardian consent, the parent or guardian

shall be responsible in giving the consent required under this Data Privacy Policy and in correcting any information given or in informing us that the information should be disregarded or deleted.

If you provide us or our service providers with Personal Information of other people in connection with the services we offer, you hereby represent that you have the authority to do so and have secured consent to permit us to use the information in accordance with this Data Privacy Policy.

We will only be able to collect your personal information if you voluntarily submit the information to us. If you choose not to submit your personal information to us or subsequently withdraw your consent to our use of your personal information, we may not be able to provide you with our Services. You may access and update your personal information submitted to us at any time as described below.

USE OF THE PERSONAL INFORMATION

We will use your personal information for the following purposes:

- To process and contact you about your job applications.
- To conduct marketing activities including sending out of email and SMS, for our products and services, to conduct market and other research to improve our products, services and marketing activities and generating consumer insights which may include combining personal information from third parties or public sources;
- To maintain records and comply with our legal obligations, including laws relating to immigration, customs and other relevant matters.
- For customer support through our contact centers, including resolving and providing assistance for claims or responding to other inquiries, requests or investigation;

And for all other purposes necessary for the provision of other incidental services pursuant to your transaction.

USE AND DISCLOSURE OF PERSONAL INFORMATION

Where required or authorized by law, your personal information may be disclosed in compliance with our legal obligations and to various law enforcement agencies, regulatory authorities and government, and their service providers for security, customs and immigration purposes, we will disclose your Personal Information upon the request of the respective authorized officers.

Your Personal Information may also be disclosed to third parties where you consent to the use or disclosure.

SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. We will only keep your information for as long as we are either required to by law or as is relevant for the purposes for which it was collected.

WITHDRAWAL OF CONSENT

You may communicate your objection to our continual use and/or disclosure of your personal information for any of the purposes and in the manner as stated above at any time by contacting us at our e-mail address at dunbraehr@dunbraesubic.ph.

Please note that if you communicate your objection to our use and/or disclosure of your personal information for the purposes and in the manner as stated above, depending on the nature of your objection, we may not be in a position to continue to provide our products or services to you or perform on any contract we have with you. Our legal rights and remedies are expressly reserved in such event.

ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. In order to protect your Personal Information, we may require identification from you before releasing the requested information. Dunbrae Furniture Concepts reserves the right to charge administration costs for this purpose.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy please contact us at: dunbraehr@dunbraesubic.ph.

RIGHTS OF DATA SUBJECT

The Personal Information you have provided in the Sites shall be retained for as long as necessary to fulfill the purposes for which it was collected, to comply with our legal obligations, resolve disputes, and enforce our agreements with third parties. You may exercise your Right to Access, Modify and Delete the Personal Information by contacting us through the information provided below:

Company Address: No. 7 Argonaut Highway Corner Efficiency Ave, Subic Bay Gateway Park, Phase 1, Subic Bay Freeport Zone 2222, Philippines

Tel number: +63 47 250 2895

Email Address: dunbraehr@dunbraesubic.ph

Mondays – Fridays, 8:00 a.m. – 5:00 p.m. (PST)

POLICY UPDATES

This Policy may change from time to time and is available on our website. Your continued use of our sites and services constitutes your consent to those changes.

Last Updated: August 15, 2019