

## DATA PRIVACY STATEMENT

Your privacy is important to us. NEXTIX.INC is committed to take great care in safeguarding your personal data and has developed a privacy statement that aims to ensure that we adopt and observe appropriate standards for personal data protection in compliance with applicable privacy laws and regulations.

In accordance with applicable privacy laws, we share with you the general principles that govern how we collect, use, and share your personal data, as well as our privacy practices.

### **Why we collect your personal data**

When we process your personal data, we do so under the following legal bases and for the purposes set out below:

- A. Communicate with you about our products and services and facilitate other interaction.** We may use your Personal Data, such as contact data, Ancillary Data, and metadata, to send you transactional communications, notices, updates, security alerts, and administrative messages regarding our products and services that may be useful to you and your organization. We will respond to your questions, provide tailored communications based on your activity and interactions with us, and help you use our products and services effectively.
- B. Support safety, security, and manage operations.** We use Personal Data, such as contact data, Ancillary Data and other metadata, about you and your use of our products and services to verify accounts and activity, monitor suspicious or fraudulent activity, assist our customers in their monitoring of suspicious or fraudulent activity, and identify violations of policies regarding the use of our products and services. We also process Personal Data for security and operations management reasons, such as to register visitors to our offices, including to manage non-disclosure agreements that visitors may be required to sign.
- C. Process payments.** We process Personal Data, such as contact information, contract-related data, financial information, biographical information, and payment information to process payments to the extent that doing so is necessary to complete a transaction and perform our contract with you or your organization.
- D. Recruiting.** We process your Personal Data, such as contact, job applicant, and biographical data, to assess your application and to evaluate and improve the recruitment system, our application tracking and recruitment activities. We also use your Personal Data to communicate with you regarding your application or opportunities at NEXTIX.INC that appear over time that we believe may be of interest to you. We also use your Personal Data to send update on our available positions and employee experience information. We may verify your information, including through reference checks and, where allowed, background checks.

**Other purposes for our legitimate interests:** Where required by law or where we believe it is necessary to protect our legal rights, interests, or the interests of others, we may use your Personal Data in connection with the management of our business, including but not limited to, for operational purposes, legal claims, compliance, regulatory, and audit functions, protecting against misuse or abuse of our

products and services, and protecting personal property or safety. For example, we may review compliance with applicable usage terms in our client contracts, assess capacity requirements for our products and websites, improve your user experience, respond to requests by you for support or for contact, or identify client opportunities.

**Other purposes with your consent:** We may use your Personal Data if you have given us consent to do so for a specific purpose not listed above. For example, we feature customer stories to promote our products and services or record phone calls for quality and training purposes, with your permission.

If we process your personal data for a purpose other than that set out above, we will provide you with information prior to such processing.

### **Legal Bases for Processing Personal Data (for European Economic Area Individuals)**

If you are an individual in the European Economic Area (EEA), we collect and process information about you only where we have a legal basis or bases for doing so under applicable EU laws. The legal bases depend on the products and services that your organization has purchased from NEXTIX.INC, how such products and services are used, and how you choose to interact and communicate with NEXTIX.INC's website and systems. This means we collect and use your Personal Data only where:

- We need it to operate and provide you with our products and services, provide customer support and personalized features, and to protect the safety and security of our products and services;
- It satisfies a legitimate interest of NEXTIX.INC's (which is not overridden by your data protection interests), such as for research and development, to provide information to you about our products and services that we believe you and your organization may find useful, and to protect our legal rights and interests;
- You give us consent to do so for a specific purpose; or
- We need to comply with a legal obligation.

If you have consented to our use of Personal Data about you for a specific purpose, you have the right to change your mind at any time, but this will not affect any processing that has already taken place. Where we are using your Personal Data because we or a third party (for example, your employer) have a legitimate interest to do so, you have the right to object to that use; however, in some cases, this may mean that you no longer use our products and services.

### **When we disclose your personal data**

There are a variety of circumstances where we may need to share some of the information that you have provided to us. In these cases, we ensure that your personal data is disclosed on a confidential basis, through secure channels, and only in compliance with applicable privacy laws and regulations.

We will never share, rent, or sell your personal data to third parties outside of NEXTIX.INC except in special circumstances where you may have given your consent for, and as described in this statement.

In some instances, we may be required to disclose your personal data to our affiliates, business partners and other third-party vendors, and service providers as part of our regular business operations and for the provision of our products and services. This means we might share your information with:

- **Our service providers who help us provide our products and services.** This includes partner companies, vendors, organizations, and agencies. For example: our couriers for hardware delivery and our customer contact centers for our operations;
- **Law enforcement and government agencies,** but only when required by laws and regulations and other lawful orders and processes.
- **Recruitment Data.** When you apply for a job at NEXTIX.INC, we share your Personal Data, including applicant data, biographical information, and other Personal Data we possess with our affiliate companies for business reasons, such as human resource management and internal reporting; our service providers for business reasons, such as the recruitment platform and to manage background checks; and law enforcement or government authorities, or as otherwise necessary to comply with law.

#### Transfer of your personal data outside the EEA

Unless you are otherwise notified, any transfers of your personal data from within the European Economic Area (EEA) to third parties outside the EEA will be based on an adequacy decision or are governed by the standard contractual clauses (a copy of which can be obtained through the contact information included below). Any other non-EEA related transfers of your personal data will take place in accordance with the appropriate international data transfer mechanisms and standards.

#### **How we protect your personal data**

The integrity, confidentiality, and security of your information are important to us. That's why we strictly enforce our privacy statement within NEXTIX.INC and have implemented technical, organizational, and physical security measures that are designed to protect your information from unauthorized or fraudulent access, alteration, disclosure, misuse, and other unlawful activities. These are also designed to protect your information from other natural and human dangers.

We also put in effect the following safeguards:

- We keep and protect your information using a secured server behind a firewall, encryption and security controls;
- We keep your information only for as long as necessary for us to (a) provide the products and services that you avail from us, (b) for our legitimate business purposes, (c) to comply with pertinent laws, and (d) for special cases that will require the exercise or defense of legal claims and for a maximum retention period of twelve (12) years after termination of service
- We restrict access to your information only to qualified and authorized personnel who are trained to handle your information with strict confidentiality;
- We undergo regular audits and rigorous testing of our infrastructure's security protocols to ensure your data is always protected;
- We promptly notify you and the competent data protection authority, when sensitive personal data that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person;
- We let you update your information securely to keep our records accurate.

## What your choices are

### **A. Your Philippine Privacy Rights**

You are afforded certain rights in relation to your personal data under the Data Privacy Act of 2012 (Republic Act No. 10173). You are entitled (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) to:

- **Request access to the personal data we process about you:** this right entitles you to know whether we hold personal data about you and, if we do, to obtain information on and a copy of that personal data.
- **Request a rectification of your personal data:** this right entitles you to have your personal data corrected if it is found to be outdated, inaccurate, or incomplete.
- **Request the erasure of your personal data:** this right entitles you to request the erasure of your personal data, such as in cases where your personal data is no longer necessary to achieve the legitimate business purpose of its use or processing.
- **Request the restriction of the processing of your personal data:** this right entitles you to request that we only process your personal data in limited circumstances, including with your consent.
- **Request portability of your personal data:** this right entitles you to receive a copy of personal data that you have provided to us (in a structured, commonly used and machine-readable format). This includes requests for us to transmit a copy of such personal data to another company, on your behalf.

### **B. Your European Privacy Rights**

Under the General Data Protection Regulation, if you are a European Union data subject, you have rights to understand and request how we collect, use, and disclose Personal Data in our capacity as a data controller, to the extent permitted by applicable law.

- **Right to Access.** You have the right to access your Personal Data held by us.
- **Right to Rectification.** You have the right to rectify inaccurate Personal Data and, taking into account the purpose of processing, to ensure it is complete.
- **Right to Erasure (or “Right to be Forgotten”).** You have the right to have your Personal Data erased or deleted.
- **Right to Restrict Processing.** You have the right to restrict our processing of your Personal Data.
- **Right to Data Portability.** You have right to transfer your Personal Data, when possible.
- **Right to Object.** You have the right to object to the processing of your Personal Data that is carried out on the basis of legitimate interests, such as direct marketing.
- **Right Not to be Subject to Automated Decision-Making.** You have the right not to be subject to automated decision-making, including profiling, which produces legal effects. NEXTIX.INC does not currently engage in the foregoing on our websites or in our products and services.

If you would like to make a request and exercise your rights described above, please contact us via the telephone number listed in the section below

### C. Your California Privacy Rights

Under the California Consumer Privacy Act of 2018 (“CCPA”), effective January 1, 2020, if you are a California resident, you have rights to understand and request that we disclose how we collect, use, disclose, and sell your Personal Data to the extent permitted by applicable law. If you would like to learn about our verification process, including the details that you must provide to us to verify your request, [click here](#).

- **Right to Know About Personal Data Collected, Disclosed, or Sold.** You have the right to request that we disclose what Personal Data we collect, use, disclose, and sell.
- **Right to Request Deletion of Personal Data.** You have the right to request the deletion of your Personal Data collected or maintained by us as a business.
- **Right to Opt-Out of the Sale of Personal Data.** Though we do not sell your personal data to a third party, you have the right to opt-out of the sale of your Personal Data by us as a business, in the event that the company sell Personal Data.
- **Right to Non-Discrimination for the Exercise of Your Privacy Rights.** You have the right not to receive discriminatory treatment by us for the exercise of your privacy rights conferred by the CCPA.
- **Authorized Agent.** You may designate an authorized agent to make a request under the CCPA on your behalf by us with a copy of your power-of-attorney document granting that right.
- **Financial Incentives.** We do not provide any financial incentives tied to the collection, sale, or deletion of your Personal Data.

If you would like to make a request and exercise your rights described above, please contact us via the telephone number listed in the section below.

You have a right to object to the processing of your personal data, such as in cases when we process your personal data for purposes related to direct marketing.

To the extent that the processing of your personal data is based on your consent, you have the right to withdraw such consent at any time by contacting our Data Privacy Officer. Please note that this will not affect the lawfulness of the processing that was carried out before you withdrew your consent or NEXTIX.INC’s right to continue parts of the processing based on other legal bases than your consent. If, however we have not provided you with another legal basis justifying the processing of your personal data in this privacy statement, we will stop the processing and delete your personal data.

To exercise these rights, you may get in touch with our Data Privacy Officer through the contact details provided below. In some instances, we may request for supporting documents or proof before we effect any requested changes to your personal data.

If, despite our commitment and efforts to protect your personal data, you believe that your data privacy rights have been violated, we encourage and welcome individuals to come to NEXTIX.INC first to seek resolution of any complaint. You have the right at all times to register a complaint directly with the relevant supervisory authority or to make a claim against us with a competent court (either in the country where you live, the country where you work or the country where you deem that data privacy law has been infringed)

NEXTIX.INC Data Privacy Office

3rd Flr Montivar Bldg., 34 Jupiter St., Brgy., Bel-air, Makati City 1200 Philippines

[dpo@nextix.co](mailto:dpo@nextix.co)

**Changes to our privacy statement**

From time to time, we may update our privacy statement and practices to comply with changes in applicable laws, to comply with government and regulatory requirements, to adapt to new technologies and protocols, to align with industry best practices, and for business purposes

You will always be provided notice if these changes are significant and, if we are required by law, we will ensure to obtain your updated consent.

This Privacy Statement is effective June 09, 2021