

## **Privacy Policy**

**Effective 28 May 2026**

This document outlines how BCI Central (Philippines), Inc ("**BCI Central (Philippines)**") handles your personal information. This document may be amended from time-to-time.

### **1) Information we collect**

#### **What kind of information do we collect?**

BCI Central (Philippines) may collect personal information about its customers, employees and other individuals connected to us, including the name and contact details of individuals employed by organisations which are included on our databases.

The kinds of information we collect may vary depending on our interaction with you and may include:

- if you are a customer of BCI Central (Philippines), we may collect your name, address, telephone number, email address, billing details, and information you voluntarily provide to us through your feedback and enquiries;
- if you are applying for a position with BCI Central (Philippines), we may collect your CV and pre-employment history, contact and emergency details, and other details pertaining to your application. We note that this Privacy Policy will apply to personal information about employees of the Hubexo group of companies, other than those who are employed by BCI Central (Philippines); and
- where a construction project has been included on our database, we collect information connected with these projects such as relevant councils, planners, developers, builders and architects. We also collect the names and contact details of individuals who are concerned with the projects in their capacity as officers or employees of these organisations.

#### **How do we collect your information?**

We collect information in a number of ways:

- if you are a customer of BCI Central (Philippines), we will collect personal information through your communications and interactions with us, including where you contact us in person, by email, telephone, or participate in any of our industry events, training, or promotional campaigns;
- if you are applying for a position with BCI Central (Philippines), we will collect personal information through your communications with us and in some circumstances from third parties, such as nominated referees;

- if a project in which you are involved has been included on our database, we will usually collect that information from publically available sources, such as company websites, newspapers, government publications (such as online tender information), documents submitted to government authorities, online directories, official licensing and registration databases and others, although it may be supplemented by direct inquiries. BCI Central (Philippines) does not seek permission to collect this information.

We utilise 'cookies' and similar technologies which enable us to monitor traffic patterns on the BCI Central (Philippines) website and to serve you more efficiently if you revisit it. When you sign in to a BCI Central (Philippines) service or otherwise provide identifying information, information from these technologies may be associated with your account for the purposes described in this Policy, including product analytics and session recording. We rely on our legitimate interest under section 12(f) of the Data Privacy Act for this processing, subject to your right to object.

## **2) What do we use your information for?**

The main purpose for collecting your personal information is to enable BCI Central (Philippines) to conduct its business and provide its products and services. We may use and disclose your personal information for this purpose, including:

- if you are a customer of BCI Central (Philippines), in order to communicate with you, inform you about products, services and events which we think you may be interested in, and deal with enquiries, complaints and requests about our products or services;
- if you are applying for a position with BCI Central (Philippines), in order to communicate with you, process your application, and undertake recruitment and staffing functions;
- if a project in which you are involved has been included on our database, in order to provide project leads and construction industry intelligence to our customers through their purchase of our products and services, and to manage and improve our products and services; and
- to meet our legal obligations.

You may object to the processing of your personal data on grounds of legitimate interest, and you may withdraw consent to any processing that relies on your consent, including consent to receive information about products, services and events we think you may be interested in. Where personal data is no longer necessary for the purposes for which it was collected, we will destroy or de-identify it in accordance with our retention practices.

## **3) Who do we disclose your information to?**

BCI Central (Philippines) may disclose your personal information for the purposes listed above to third parties which include the following:

- if you are a customer of BCI Central (Philippines), our related entities and other Hubexo group companies located in New Zealand, Thailand, Malaysia, Australia, Vietnam, Hong Kong, Singapore and Indonesia, and to other companies or individuals who assist us in supplying our products and services or who perform functions on our behalf, such as credit card processors, external IT support and technology hosting providers;
- if you are applying for a position with BCI Central (Philippines), other persons that we need to deal with in connection with employment and engagement of staff (such as insurers, next-of-kin, referees), to our related entities and other Hubexo group companies located in the countries noted above, and to other companies or individuals who assist us in supplying our products and services or who perform functions on our behalf, such as payroll operators and technology hosting providers;
- if a project in which you are involved has been included on our database, to customers of BCI Central (Philippines) who purchase our products and services, to our related entities and other Hubexo group companies located in the countries noted above, and to other companies or individuals who assist us in supplying our products and services or who perform functions on our behalf, such as technology hosting providers;
- to anyone else whom you authorise us to disclose it; and
- where required or authorised by law to do so.

#### **4) Keeping your information secure**

BCI Central (Philippines) may securely store your personal information in different ways, including in hard copy and electronic form. Generally, personal information is maintained on a secure database and in hard copy files located in Australia.

BCI Central (Philippines) takes such steps as are reasonable in the circumstances to protect your information from risks such as misuse, interference and loss, and from unauthorised access, modification or disclosure. These steps include:

- training and reminding our staff of their obligations with regard to your personal information;
- using software which encrypts information (where a lock symbol appears on the browser window);

- utilising passwords, firewalls and virus scanning tools, and protection in buildings where personal information is stored, to prevent against unauthorised access to our systems; and
- restricting staff and volunteers that have access to the databases that store user information and to personal files.

Where we no longer require your personal information, BCI Central (Philippines) will take reasonable steps to destroy or de-identify it.

### **5) Accessing and correcting your information**

BCI Central (Philippines) seeks to ensure that all personal information collected and stored in its files and database systems is correct and accurate.

Individuals may at any time request access to, or correction of, the personal information BCI Central (Philippines) holds by contacting us on the details set out below. BCI Central (Philippines) will endeavour to meet or advise of the outcome of such a request within a reasonable time, taking into account the complexity of the request.

### **6) Enquiries and complaints**

For any privacy enquiries, issues or concerns, please contact our Data Protection Officer:

- **Data Protection Officer:** Jenny Tadeo
- **Email:** [jenny.tadeo@hubexo.com](mailto:jenny.tadeo@hubexo.com)

For general enquiries, you may also reach us at:

- **Mail:** BCI Central (Philippines), Inc, 3F 111 Paseo De Roxas Building, Paseo De Roxas cor. Legaspi St, Makati City 1200, Philippines
- **Phone:** +63 2 7720 1224
- **Email:** [contact.ph@bcicentral.com](mailto:contact.ph@bcicentral.com)

We may request that you make any complaint in writing. BCI Central (Philippines) will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.