EXERCISE OF PRIVACY RIGHTS FORM

As of August 11, 2021

The Manila Electric Company ("MERALCO") complies with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", in collecting and handling your personal data.

We need complete and accurate information in this form for us to fully assist you in exercising your rights as data subject/s under the Data Privacy Act of 2012.

We shall only use all personal data provided in this form to address your request for assistance.

Please fill in the required fields below:

Full Name of Registered Customer	
Full Name of Requesting Party and Relationship to the Registered Customer (if not same as above)	
Customer Account Number	
Address	
Telephone Number	
Email Address	

Please indicate the Privacy Right/s you wish to exercise:

1. ☐ Right to be Informed – this includes your right to be informed that your personal data will be, are being, or were, collected and processed.

2. ☐ Right to Object – this includes your right to object to the processing of your personal data, including processing for direct marketing, automated processing or profiling.

3. ☐ Right to Access – this includes your right to find out whether MERALCO holds any personal data about you and if so, gain "reasonable access" to them.

4. ☐ Right to Correct/Rectify – this includes your right to dispute and have corrected any inaccuracy or error in the data that MERALCO holds about you.

5. ☐ Right to Block/Remove - this includes your right to suspend, withdraw or order the blocking, removal or destruction of your personal data.
6. ☐ Right to Data Portability – this includes your right to obtain and electronically move, copy or transfer your data in a secure manner, for further use.

7. ☐ Right to File a Complaint – this includes your right to file a complaint with the NPC.

8. ☐ Right to be Indemnified/Damages – this includes your right to claim compensation if you suffered damages.

Please describe the incident which led to your request:

Once you have accomplished this form, please ensure that a signed copy of this form is sent either:

a. *In a sealed envelope addressed to the following:*

   MANILA ELECTRIC COMPANY
   Data Privacy Office
   ATTN: Deputy Data Protection Officer
   12/F Lopez Building
   MERALCO Compound, Ortigas Avenue
   Barangay Ugong, Pasig City

b. *Through e-mail:*

   Email to: cdpo@meralco.com.ph
   Email subject: DPO-Exercise of Privacy Rights

I certify that the information I have given in this application form are true and accurate. I understand that it may be necessary for me to provide additional information in order for MERALCO to confirm my identity as a data subject. In the event that additional information will be requested from me, I shall provide the same only upon the written request of MERALCO.

Signature	
Full Name	
Date	

NOTE: Please attach the following documents together with this form:

1. *Copy of one valid government-issued identification*
2. *If requesting party is not the registered customer, authorization letter from and copy of one valid government-issued identification of the registered customer*

We will notify you of the outcome of your request through the contact information you indicated above.