

Exercise of Privacy Rights Form

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 a data subject 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 Data Subject	:	
Complete Mailing Address	:	
Primary Contact Number	:	
Email Address	:	

Preferred Mode of Communication : ☐ Email
☐ Registered Mail

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

- ☐ ***Right to be Informed*** this includes your right to be informed that your personal data will be, are being, or were, collected and processed.
- ☐ ***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.
- ☐ ***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.
- ☐ ***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.
- ☐ ***Right to Block/Remove*** this includes your right to suspend, withdraw or order the blocking, removal or destruction of your personal data.
- ☐ ***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.

- ☐ ***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 sign it and send it to the Data Privacy Office sent either:

- a. In a sealed envelope to:

[Relevant BRU]

Attention: [Insert]

MERALCO Center, Ortigas Avenue, Brgy. Ugong, Pasig City, 1600

[Contact Number]

- b. Through e-mail: [insert email of BRU]

I certify that the information given in this 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 instruction from Porsche Importer Organization.

Signature

Full Name

Date

Required Attachments:

- Government-issued ID of the Requestor
- If requestor is not the data subject, notarized Authorization Letter of the data subject containing both the government-issued IDs of the data subject and requestor