

## Web Privacy Notice

**Effective Date:** December 1, 2024

### 1. Introduction

Welcome to **Tipon.coop**!

Tipón Cooperative ("Tipón," "we," "our," or "us") operates this website to provide professional services and information about our cooperative network. The Philippine Constitution laid down the basis for the basic human right of privacy in information. **Republic Act (RA) 10173, or the Data Privacy Act of 2012 (DPA)**, enforces data privacy protection in the Philippines to ensure transparency, legitimate purpose, and proportionality in data collection and processing.

This law serves the following purposes:

It protects the privacy of individuals while making sure of free flow of information to promote innovation and growth;

1. It regulates the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of personal data;
2. It makes sure that the Philippines is compliant with international standards set for data protection through the National Privacy Commission (NPC).

The **Federation of First Filipino Worker-Owned Service Cooperatives** (Tipón) fully supports the DPA and shall endeavour to comply with all issuances from the National Privacy Commission (NPC), guided by the principles of conscientious use and proactive protection of personal data and information.

The **Federation of First Filipino Worker-Owned Service Cooperatives** (Tipón) acknowledges the important role of data and information in achieving its *Purpose: We inspire meaningful and fulfilled lives with our members. At Tipón, "bawat isa, mahalaga"*. Specifically, it would balance the use of information to achieve the following goals while protecting the data privacy rights of its stakeholders.

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### 2. Definitions

- **Service:** The website operated at **tipon.coop**.
  - **Personal Data:** Any information that can identify an individual (e.g., name, email, contact details).
  - **Usage Data:** Information automatically collected (e.g., IP addresses, browser type).
  - **Data Controller:** Tipón, determining the purposes and means of processing personal data.
  - **Data Processor:** Authorized third-party services that process data on behalf of Tipón.
  - **Data Subject:** Individuals whose personal data is processed.
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### 3. Types of Data Collected

#### For Applicants:

- Full name, gender, date of birth, contact information, email address, resume details, and qualifications.

#### For Client Inquiries:

- Name, company name, address, contact details, requirements, and business scope.

#### For Surveys:

- Anonymous or identified responses to surveys, including referral sources.

#### Usage Data:

- Information such as IP addresses, browser type, visit duration, pages viewed, and device information.

#### Cookies and Tracking Data:

- Files such as session cookies, preference cookies, and analytics cookies for enhanced functionality.
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### 4. Legal Basis for Data Processing

We process your data based on:

- **Consent:** Provided when submitting forms, resumes, or surveys.
  - **Contractual Necessity:** To fulfill recruitment or client service requests.
  - **Legal Obligations:** Compliance with laws and regulations.
  - **Legitimate Interests:** Improving services and protecting our infrastructure.
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### 5. How We Use Your Data

- To process job applications, inquiries, and survey responses.
  - To provide updates, customer support, and business proposals.
  - To analyze site performance and user behavior for improvements.
  - To comply with legal obligations and protect against fraud or misuse.
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### 6. Data Sharing

We share your data with:

1. **Authorized Third Parties:** Service providers (e.g., hosting, analytics).
2. **Affiliates and Partners:** For cooperative-related services and inquiries.
3. **Legal Authorities:** When required by law.

We ensure all data recipients comply with strict confidentiality agreements and legal safeguards.

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### 7. Data Retention

We retain your personal data only as long as necessary for its intended purpose:

- **Applicant data:** Until the completion of recruitment or a maximum of [timeframe].
  - **Client inquiries:** Retained for ongoing service or legal compliance.
  - **Usage data:** Stored for performance analytics, typically anonymized after [timeframe].
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### 8. Your Rights

You may exercise the following rights:

- **Access:** Request details of the data we hold about you.
  - **Correction:** Update or rectify inaccurate data.
  - **Deletion:** Request deletion of personal data no longer required.
  - **Objection:** Object to specific data processing activities.
  - **Data Portability:** Receive a copy of your data in a machine-readable format.
  - **Withdraw Consent:** Opt-out of communications or revoke prior consents.  
Submit requests to [dataprivacy@tipon.coop](mailto:dataprivacy@tipon.coop).
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## 9. Cookies and Tracking Policy

Cookies improve functionality and user experience. You may disable cookies via browser settings, though this may limit certain features.

### Types of Cookies:

1. **Essential Cookies:** Necessary for site operation.
  2. **Analytics Cookies:** Track user behavior for service improvement.
  3. **Advertising Cookies:** Deliver relevant ads based on browsing history.
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## 10. Security Measures

We employ industry-standard measures to secure your data, including:

- Encryption during transmission and storage.
- Access controls for authorized personnel only.
- Regular security audits and updates.

Despite these measures, no method is 100% secure, and we encourage users to exercise caution when sharing personal data online.

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## 11. Compliance with Global and Local Laws

- **GDPR:** Applies to EU-based users, ensuring data rights and secure processing.
  - **CCPA:** California users may request disclosure or deletion of data and opt-out of data selling.
  - **Philippine Data Privacy Act:** Upholds transparency, data minimization, and legal use of personal data.
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## 12. Changes to the Privacy Notice

We may revise this notice periodically. Updates will be published on this page with the effective date clearly stated.

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## 13. Contact Information

If you have questions, concerns, or requests regarding this Privacy Notice, please contact:

- **Email:** [dataprivacy@tipon.coop](mailto:dataprivacy@tipon.coop)
- **Address:** 70 San Rafael St., Barangay Kapitolyo, Pasig City