

PRIVACY POLICY

We take our customer's privacy seriously and we will only collect, record, hold, store, disclose, transfer, and use your personal information as outlined below. Data protection is a matter of trust and your privacy is important to us. We shall therefore only use your name and other information which relates to you in the manner set out in this Privacy Policy. We will only collect information where it is necessary for us to do so and we will only collect information if it is relevant to our dealings with you.

We will only keep your information for as long as we are either required to by law or as is relevant for the purposes for which it was collected.

You can visit the STI Alumni Shop ("Site") and browse without having to provide personal details. During your visit to the Site you remain anonymous and at no time can we identify you unless you have an account on the Site and have logged on with your user name and password.

If you have any comments, suggestions or complaints, you may contact us at stiaainfo@sti.edu.

Collection of Personal Information

When you create an account, or otherwise provide us with your personal information through the Site, the personal information we collect may include, but not limited to, your:

- name
- delivery address
- email address
- contact number
- mobile number
- date of birth
- gender

You must only submit to us, our authorized agent, or the Site, information which is accurate, complete, and not misleading and you must keep it up to date and inform us of changes (more information below). We reserve the right to request for documentation to verify the information provided by you.

We will only be able to collect your personal information if you voluntarily submit the information to us. If you choose not to submit your personal information to us or subsequently withdraw your consent to our use of your personal information, we may not be able to provide you with our Services. You may access and update your personal information submitted to us at any time as described below.

If you provide personal information of any third party to us, we assume that you have obtained the required consent from the relevant third party to share and transfer his/her personal information to us.

If you sign up to the Site using your social media account or link your Site account to your social media account or use certain other social media features, we may access information about you which you have voluntarily provided under your social media account via that social media provider in accordance with the provider's policies and we will manage your personal data which we have collected in accordance with our privacy policy.

Use and Disclosure of Personal Information

The personal information we collect from you may be used, or shared with third parties (including related companies, and third party service providers), for some or all of the following purposes:

- To facilitate your use of the Services (as defined in the Terms of Use) and/or access to the Site;
- To process orders you submit through the Site. Payments that you make through the Site for products will be processed by a third party;
- To deliver the products you have purchased through the Site, we may pass your personal information on to a third party in order to make delivery of the product to you (for example to our courier or supplier);
- To update you on the delivery of the products, whether sold through the Site and for customer support purposes;
- To compare information, and verify with third parties in order to ensure that the information is accurate;
- Further, we will use the information you provide to administer your account (if any) with us; verify and carry out financial transactions in relation to payments you make online; audit the downloading of data from the Site; improve the layout and/or content of the pages of the Site and customize them for users; identify visitors on the Site; carry out research on our users' demographics and behavior; provide you with information we think you may find useful or which you have requested from us;
- When you register an account with the Site or otherwise provide us with your personal information through the Site, we will also use your personal information to send you marketing and/or promotional materials about our products and services from time to time. You can unsubscribe from receiving marketing information at any time by using the unsubscribe function within the electronic marketing material. We may use your contact information to send newsletters from us and from our related companies; and
- In exceptional circumstances STI Alumni Association, Inc. (STIAA) may be required to disclose personal information, such as when there are grounds to believe that the disclosure is necessary to prevent a threat to life or health, for law enforcement purposes, or for fulfillment of legal and regulatory requirements and requests.

STIAA may share your personal information with third parties and our affiliates for the abovementioned purposes, specifically, completing a transaction with you, managing your account and our relationship with you, marketing and fulfilling any legal or regulatory requirements and requests as deemed necessary by STIAA. In sharing your personal information with them, we endeavor to ensure that the third parties and our affiliates keep your personal information secure from unauthorized access, collection, use,

disclosure, or similar risks and retain your personal information only for as long as they need your personal information to achieve the abovementioned purposes.

In disclosing or transferring your personal information to third parties and affiliates located overseas, STIAA take steps to ensure that the receiving jurisdiction has in place a standard of protection accorded to personal information that is comparable to the protection under or up to the standard of the Philippine Data Privacy Act.

STIAA does not engage into the business of selling customers' personal information to third parties.

Collection of Computer Data

When you visit the Site, our company servers will automatically record information that your browser sends whenever you visit a website. This data may include:

- Your computer's IP address
- Browser type
- Webpage you were visiting before you came to our site
- The pages within the Site you visit
- The time spent on those pages, items and information searched for on our site, access times and dates, and other statistics.

This information is collected for analysis and evaluation in order to help us improve our site and the services and products we provide. This data will not be used in association with any other personal information.

As part of the above, STIAA may use Google Analytics features based on Display Advertising, including but not restricted to the following: Remarketing, Google Display Network Impression Reporting, DoubleClick Campaign Manager integration, and Google Analytics Demographics and Interest Reporting. Using the Google Ads Settings (<https://www.google.com/settings/ads>), you can opt-out of Google Analytics for Display Advertising and customize Google Display Network ads.

STIAA also uses Remarketing with Google Analytics to advertise online; third-party vendors, including Google, may show STIAA ads on sites across the Internet. ZALORA and third-party vendors, including Google, use first-party cookies (such as the Google Analytics cookie) and third-party cookies (such as the DoubleClick cookie) together to inform, optimize, and serve ads based on visitors' past visits to ZALORA, as well as report how ad impressions, other uses of ad services, and interactions with these ad impressions and ad services are related to visits to ZALORA.

Personal information Customer Support

Regarding personal information used jointly with third parties, upon receipt of any request from an individual to query, amend, cease usage, or delete personal information, we follow prescribed procedures to respond swiftly having first confirmed that the request originates from the individual himself/herself. To find out who to contact regarding personal information, please contact us at stiaainfo@sti.edu.

STIAA reserves the right to change or revise this policy without prior notice to incorporate any changes in its procedures for protecting personal information or any regulatory changes.

Last Updated: November 10, 2016