

Created By : Michael Hapin

Reference No : RS-DPD-R-001-001

Date Issued : 15-Jun-2025

Issue No / Rev No : 01 / 01

Revision Date : 8-Dec-2025

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Privacy Notice for RCI

**Entity:** Rocketeer Careers Inc. (RCI)**Role:** Personal Information Controller (PIC)**Head of Organization:** Romil Hombrebueno (Director of Philippine Operations)**Data Protection Officer:** Michael Hapin (Director of Technology and Systems)**Office Address:** G/F One Evotech Bldg. Taal Corner Evozone Ave., Don Jose, Santa Rosa, Laguna, Philippines 4026**Effective Date:** June 15, 2025**Policy Reference:** Aligned with RS-ISO-R-001-000 Context of the Organization, and with RS-DPD-R-002-001 RCI Privacy Manual

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1. Introduction and Commitment

Rocketeer Careers Inc. (RCI) recognizes that the privacy of your personal data is not merely a statutory obligation but a fundamental human right. As the **Personal Information Controller (PIC)**, RCI is fully responsible for determining the purpose and means of processing your data. We operate in strict adherence to the **Data Privacy Act of 2012 (Republic Act No. 10173)**, its Implementing Rules and Regulations (IRR), and the relevant issuances of the National Privacy Commission (NPC). This notice is designed to provide you with a transparent view of our data processing practices, ensuring you are fully informed before you provide us with your information.

2. The Personal Data We Collect

To facilitate your employment and manage our human resources operations effectively, we collect specific categories of data through our **Employee Registration System**. The collection is limited to information that is strictly necessary for the stated purposes:

- **Personal and Identity Details:** We process your full name, birthdate, gender, civil status, and home address to establish your identity and maintain accurate employment records.
- **Contact Information:** We collect your mobile number, landline number, and personal email address to maintain open lines of communication regarding your employment status, company announcements, and emergency situations.
- **Sensitive Personal Information:** We process government-issued identification numbers (TIN, SSS, PAG-IBIG, PhilHealth) to fulfill our statutory obligations as an employer. Additionally, we collect your bank account number solely for the purpose of processing your payroll and reimbursements.
- **Emergency Contact Details:** We collect the name and contact information of your designated emergency contact person to ensure we can reach someone close to you in the event of a workplace emergency.
- **Work-From-Home and Technical Information:** To assess your eligibility for remote work and ensure business continuity, we collect specific details regarding your workstation setup. This includes specifications of your primary and backup computers (Operating System, RAM, storage), Internet Service Provider (ISP) details, and your backup location addresses for contingency planning .

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3. Purpose and Utilization of Data

Your personal data is processed for specific, legitimate purposes identified in our *Context of the Organization* (**RS-ISO-R-001-000**):

1. **Employment and Onboarding Administration:** Your data is primarily used to process your job application, execute your employment contract, and facilitate your onboarding into RCI. This includes creating your 201 file and granting you access to company systems.
2. **Benefits and Payroll Administration:** We utilize your data to calculate your salary, withhold necessary taxes, and remit contributions to government agencies (SSS, PhilHealth, Pag-IBIG) as required by Philippine labor and tax laws.
3. **Organizational Operations and Security:** Data is processed to manage internal directories, issue company identification cards, and secure our physical and digital premises. This aligns with our *Acceptable Use Policy* (**RS-ISO-R-056-000**) to ensure that only authorized personnel have access to RCI resources.

4. Basis for Processing

Our processing activities are grounded in the following legal bases:

- **Contractual Necessity:** Processing is indispensable for the fulfillment of your employment contract. Without this data, RCI cannot fulfill its obligations to pay salaries or provide benefits.
- **Compliance with Legal Obligations:** We are legally mandated to process your data to comply with the Labor Code of the Philippines and the National Internal Revenue Code.
- **Consent:** For any processing that falls outside contractual or legal requirements, we will obtain your specific, written consent prior to processing.

5. Methods of Processing, Storage, and Retention

- **Collection Method:** Data is collected electronically via the secure *Employee Registration System* portal during the hiring process.
- **Automated Processing:** RCI utilizes automated human resource information systems to organize employee records, track attendance, and compute payroll. While these systems automate calculations, significant decisions regarding your employment (such as promotion or termination) always involve human intervention and review.
- **Storage and Security:** Your digital records are stored in encrypted databases hosted on secure cloud environments managed by our IT Department. Physical

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records, if any, are stored in locked cabinets within the HR Department's restricted area.

- **Retention Period:** In accordance with our *Document Management Policy (SP-USE-R-001-001)* and BIR regulations, we retain your employment and payroll records for a period of **five (5) years** following the date of collection or your separation from the company.
- **Disposal:** Upon the expiration of the retention period, digital records are permanently purged from our databases using secure deletion algorithms. Physical documents are shredded using cross-cut shredders to prevent reconstruction.

6. Risks Involved in Processing

In accordance with our *Risk Assessment and Treatment Process*, RCI has identified specific risks associated with the processing of your personal data and has implemented strict controls to mitigate them. While we employ high-standard security measures, we believe in transparency regarding potential risks:

- **Unauthorized Access & Identity Theft:** There is a risk of unauthorized access by malicious external actors (hacking) or internal human error (unauthorized credential use). In extreme cases, this could lead to identity theft.
 - **Mitigation:** We mitigate this through encryption, strict access controls, and the enforcement of Multi-Factor Authentication (MFA) for administrative accounts.
- **Service Interruption (Availability Loss):** Technical failures, server outages, or ransomware attacks could render systems temporarily inaccessible, potentially causing delays in salary disbursement or benefit processing.
 - **Mitigation:** We address this through our *Business Continuity Plan*, which mandates automated daily backups to immutable cloud storage to ensure we can restore operations quickly.
- **Data Privacy & Confidentiality:** There is a risk of accidental disclosure of personal data to unauthorized internal personnel.
 - **Mitigation:** We enforce a strict *Acceptable Use Policy* and conduct quarterly user access reviews to ensure only authorized HR and Finance staff can view sensitive records.

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7. Disclosure and Sharing

RCI maintains strict confidentiality of your data. We do not sell or trade your information. Your data is disclosed only to:

- **Internal Departments:** Human Resources for file management, the Finance Department for payroll processing, and the Security Section for ID issuance and access control.
- **External Government Agencies:** We share necessary data with the BIR, SSS, PhilHealth, and Pag-IBIG to comply with regulatory mandates.
- **Service Providers:** We may disclose data to partner banks solely for the purpose of crediting your salaries. These disclosures are covered by Data Sharing Agreements or outsourcing contracts that guarantee the same level of protection as RCI provides.
- **Client Organizations:** We may disclose your professional profile and qualifications to Rocketeer Careers Inc. clients for the specific purpose of evaluating your suitability for job placements and engagements within their organizations.

8. Your Rights as a Data Subject

Under the Data Privacy Act, you possess the following rights:

- **Right to be Informed:** You have the right to know how your data is being processed, as detailed in this notice.
- **Right to Access:** You may request a copy of the personal data we hold about you.
- **Right to Rectification:** You have the right to dispute any inaccuracy or error in your personal data and have it corrected.
- **Right to Erasure or Blocking:** You may request the suspension, withdrawal, or destruction of your personal data from our systems if it is incomplete, outdated, false, or unlawfully obtained.
- **Right to Damages:** You may claim compensation if you suffer damages due to inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of your personal data.
- **Right to File a Complaint:** You may file a complaint with the National Privacy Commission if you believe your rights have been violated.
- **Right to Data Portability:** You have the right to obtain a copy of your personal data in an electronic or structured format that allows you to move, copy, or transfer it to another environment securely.

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- **Right to Withdraw Consent:** If processing is based on consent, you may withdraw your consent at any time, subject to legal or contractual restrictions and payment of any applicable termination fees as provided in your terms of agreement.

9. Contact Information

For any inquiries or complaints regarding this Privacy Notice or to exercise your rights, please contact our Data Protection Officer:

Michael Hapin

Data Protection Officer (DPO)

Email: rcidpo@rocketeercareers.com

Mobile: 09399036593

Address: G/F One Evotech Bldg. Taal Corner Evozone Ave., Don Jose, Santa Rosa, Laguna

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AMENDMENT RECORD

CN	Page/s	Issue/Revision	Approved By	Date	Brief Explanation
1	1	01 / 01	Michael Hapin	8-Dec-2025	Added the Seal of Registration from the NPS
2					
3					
4					
5					

Last Controlled By

Name: **Arne Osabel**

Position: Section Manager, Process Compliance

Last Reviewed By

Name: **Michael Hapin**

Position: Data Privacy Officer / Director, Technology & Systems

Approved By

Name: **Ma. Elena Barrios**

Position: Director, Human Resources

Approved By

Name: **Romil Hombrebueno**

Position: Director, Philippine Operations