



DATA PRIVACY AGREEMENT FORM

Date:	Employee Name:	
Department:	Branch:	Position:

The company holds confidential information of significant value about its services and general business operations. By accepting this Agreement Form, the recipient may engage in the company's business domain and gain access to its Confidential Information and Materials. The Company Data Privacy Guidelines reflects its commitment to handling information of employees, clients, and members with utmost care and confidentiality. This policy ensures that FGISC collect, store, and manage data fairly, transparently, and with respect towards individual rights.

In consideration of the promises and covenants contained in this Agreement and the disclosure of Confidential Information and Materials from the company, I hereby agree as follows:

DATA PRIVACY GUIDELINES

1. Confidential Information and Materials

- a. "Confidential Information" shall mean any nonpublic information explicitly marked and identified as confidential by the company. This includes, but is not limited to, sales and customer information, clients/members/ employees accounts, FGISC website information, software (source or object code), receipts, information received from external sources that the Company is obliged to treat as confidential, and other materials and information of a confidential nature.
- b. "Confidential Materials" shall mean all tangible materials containing Confidential Information, comprising, but not limited to, written or printed documents, databases, diagrams/drawings, computer disks, tapes, and compact disks (CD), whether machine or user-readable.

2. Restrictions

- a. In accordance to the Data Privacy Act, the recipient is prohibited from disclosing, at any point, under any circumstance, to any third party, any Confidential Information that constitutes a trade secret of the company, or any Confidential Information belonging to another party to whom the Company owes an obligation.
- b. The recipient shall not use any Confidential Information or Confidential Materials of the Company for purposes other than those explicitly outlined herein or as expressly authorized by the Company.
- c. The recipient shall take reasonable security precautions, ensuring they are at least equivalent to the precautions taken to protect its own confidential information, to maintain the confidentiality of the Confidential Information.

3. Rights and Remedies

- a. The recipient shall promptly inform the Company upon detecting any unauthorized use or disclosure of Confidential Information or Confidential Materials. Additionally, the Recipient commits to cooperating with the Company in all reasonable way to prevent any subsequent unauthorized use or disclosure.
- b. The recipient acknowledges that monetary compensation maybe inadequate for damages arising from unauthorized disclosure of Confidential Information. Consequently, the Company shall be entitled, without forfeiting other remedies, to pursue injunctive or equitable relief granted by a court with jurisdiction.

Strict adherence to the principles outlines in this agreement is imperative. A breach of data protection guidelines will invoke disciplinary and possibly, legal action.

CONFORME:

RECEIVED BY:

 FGISC EMPLOYEE
 Name and Signature/ Date

 DATA PRIVACY OFFICER
 Name and Signature/ Date

 HR GENERALIST
 Name and Signature/ Date