

## Data Privacy Notice

### Our Privacy Commitment

Wilcon Depot, Inc. (WDI) a publicly listed company and in furtherance of the principles of corporate responsibility and good governance, respects and values your personal data privacy. WDI commits to safeguard the integrity, confidentiality and security of the personal data that it collects, processes, uses and stores in accordance with the Data Privacy Act of 2012 (DPA) and its Implementing Rules and Regulations (IRR). For this purpose, WDI implements technological, organizational and physical security measures that are designed to secure and protect your personal data.

### Your Personal Data

WDI collects, processes, uses and stores any and all personal data necessary for your participation in the 2024 Annual Stockholders' Meeting (ASM) of WDI. Such data may include the following:

- Complete Name
- No. of Shares
- Stock Certificate/Broker's Certificate
- Address
- Email Address
- Contact number
- Copy of Government Issued ID

WDI collects personal data when you register using the 2024 ASM Registration Platform or submit proxy forms. Should you choose not to provide any of the above personal data, WDI may not be able to process and validate your registration and votes.

### Use

WDI collects, processes and uses your personal data to give you access to the 2024 online ASM, voting in absentia platforms and other services available to stockholders as of 23 May 2024 record date.

WDI utilizes the collected personal data only for the abovementioned services and purposes.

### Protection Measures

Only authorized WDI personnel and agents have access to your personal data, duly informed of their obligation to hold this information with utmost confidentiality. The exchange of these data may be facilitated through email or hard copy. Personal data collected via electronic means are stored in a well-maintained database managed by

WDI's system expert while physical data are stored in locked filing cabinets monitored by CCTV cameras.

WDI stores and processes personal data within the Philippines only. Should there be a need to transfer personal data in another country, WDI shall comply with relevant laws and regulations and shall ensure that personal data are protected and covered by a data sharing or outsourcing agreement in accordance with relevant laws and regulations including the DPA and its IRR.

As a general rule, WDI is not allowed to share your personal data with third parties except if imperative and necessary to perform the services and purposes and unless with your consent. Third parties may include WDI's agents and auditors. Any personal data shared with such third parties will be safeguarded by a data sharing or outsourcing agreement in accordance with relevant laws and regulations including the DPA and its IRR.

### **Access and Correction**

The accuracy and correctness of any personal data provided shall be your responsibility as well as the consequences of your failure to disclose your correct and updated personal data to WDI.

In accordance with the DPA and its IRR, you have the right to access or ask for a copy of any personal data we hold about you as well as to ask for it to be corrected and/or updated. Should you wish to obtain a hard copy or printout of your personal data, any expenses in relation thereto shall be for your account.

To correct and/or update your personal data, you may contact WDI's Data Protection Officer or Asst. Corporate Secretary at [wilcon\\_asm@wilcon.com.ph](mailto:wilcon_asm@wilcon.com.ph). WDI shall provide to you the data you want to access as well as process the correction and/or update of your personal data within the time allowed by law and regulations.

In the event that correcting or updating of personal data is not possible due to legal and technical reasons, WDI will contact you and explain the reason/s thereof.

### **Retention Period**

WDI reserves the right to retain and keep your personal data within three (3) months after the ASM or unless you request your personal data to be deleted and for such period allowed by relevant laws and regulations. In the event that retention of which is no longer allowed by you or by the applicable laws and regulations, WDI shall dispose of your physical records through shredding while digital files shall be anonymized. Once deleted, your personal data will no longer be searchable or accessible and will be completely removed from our database.

WDI may also delete or remove your personal data in the event that such personal data is not or no longer necessary for the services or purposes.

## **Filing of Complaint**

Pursuant to DPA and its IRR, data subject has the right to file a complaint should there be any violation of his/her data privacy rights.

## **Changes in our Privacy Notice**

WDI may change its Privacy Notice from time to time. Any change or amendment in our notice will be posted at <https://investor.wilcon.com.ph/asm/> and shall take effect immediately. Please visit the ASM webpage at <https://investor.wilcon.com.ph/asm/> to stay informed of any changes.

## **Inquiries**

For any concerns, inquiries or complaints, please contact WDI's Data Protection Officer (DPO):

Data Protection Officer  
Wilcon Depot, Inc.  
90 E. Rodriguez Jr. Ave.,  
Ugong Norte, Quezon City  
Contact no. (02) 8634-8387  
Email address: DPO@wilcon.com.ph