

Privacy Statement

The Daughters of Saint Paul of Philippines-Malaysia-Papua New Guinea-Thailand, also known as PAULINES, are consecrated women religious who communicate the values of the Gospel through various means of communications media, with central house located at 2650 F.B. Harrison St., Pasay City. PAULINES respect your privacy and are committed to keep the personal information you share with us confidential.

When you visit our main site www.paulines.ph to send us a message or make a donation, or login to our store <https://store.paulines.ph> to fill the forms and purchase our products, we directly collect the following information: your name, email address, billing/shipping address, contact number, credit card/payment details and optional account information like username and password.

We will use this data for purposes, such as, to:

- Send you information about your account and order
- Respond to your requests, including refunds and complaints
- Process payments and prevent fraud
- Set up your account for our store
- Improve our store offerings
- Send you newsletter and product updates, if you choose to receive them

If you create an account, we will store your name, address, email and phone number, which will be used to populate the checkout for future orders.

We will not share your personal data with third parties unless we are compelled to do by legal process, such as a court order or subpoena, or when absolutely necessary for us to be able to perform our audit, compliance and corporate governance functions or protect our legal rights. We may share your information with our service providers and processors who are obligated under contract (with us) to protect your information or use your information only in accordance with our written instructions.

We generally store information about you for as long as we need the information for the purposes for which we collect and use it, and we are not legally required to continue to keep it.

As data subjects of PAULINES you have rights under the Data Privacy Act as follows:

- a. Right to be informed that we collect information from you and how these are processed as stated above;
- b. Right to withdraw consent to our processing of the personal data you have provided for us;
- c. Right to file a complaint for any violations of your rights in regard to your personal data;
- d. Right to rectification any errors in our records of your personal data;

- e. Right to erasure or blocking of the information you have provided us. This applies only where: [a] data is no longer necessary in relation to the purpose for which it was collected; [b] no legal basis for the processing; [c] there is a legal obligation to delete data; [d] no other legal justification for us to keep your personal data.
- f. Right to access personal data and supplementary information
- g. Right to data portability or the right to have full control over the collected information.

We maintain reasonable security standards to protect our information management system and keep your personal information secure both online and offline. We maintain a third-party certification for the security of our website from Comodo RSA Certification Authority (now SECTIGO). For more information you may refer to this link: <https://comodosslstore.com/resources/what-is-comodo-rsa-certification-authority>

Transmission of your information, including payment information, is encrypted and processed using TLS/SSL technology.

We will retain your personal information only for as long as we need them so as to provide you with the services that you have explicitly consented to. We will not sell or distribute your personal information to third parties for commercial purposes.

We work with trustworthy partners that include IT specialists, couriers and payment gateways. The work that these groups of people do includes updating of sites, delivering orders and processing of payments. We only choose partners we can trust.

Paulines website uses cookies to enhance your browsing experience and shopping in our online bookstore. Cookies record any personal information you enter, as well as any items in your electronic shopping cart, so that you don't need to re-enter this information each time you visit the site. A cookie is essentially a piece of data that websites that you visit send to your computer or other web-based device (mobile phone) to uniquely identify your browser or to store information or settings in your browser based on your use. Cookies allow us to recognize you when you return to our website to provide you with a customized experience. You have the ability to disable cookies in your browser by clicking on the lock icon appearing on the upper right hand corner of your screen when you access our website thereafter clicking on block or remove option made available to you. By blocking or removing the cookie your online browsing will be less convenient, since your browser won't remember the URLs of your favorite websites, nor will it save any items you had in your virtual shopping carts or preference for certain items in our virtual bookstore where we sell only religious items.

Without cookies, you'll be logged out of all your online accounts, which means you'll have to re-enter your login information and reset your website preferences.

You can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You may send your request to webmaster@paulines.ph. You can also request that we correct or erase any personal data we hold about you. This does not include, however, any data we are obliged to keep for administrative, legal, or security purposes. We encourage you to regularly review this privacy notice and inform us how we can best protect your personal information.

Should you have any question in regard to the foregoing privacy statement or wish to get in touch with us regarding any matter pertaining to your rights under the Data Privacy Act in relation to our processing of your personal data you may contact our Data Protection Office at Daughters of St. Paul, 2655 F.B. Harrison St. Pasay City, or send email to webmaster@paulines.ph.