

Data Privacy Notice

Effective Date

01 August 2026

Who We Are

Batangas United and Progressive Credit Cooperative (“BUPCC,” “we,” “us”) is the Personal Information Controller for the personal data collected through www.bupcc.com. Our office is located at 163 Arce Road No. 2, Kumintang Ibaba, Batangas City.

This notice explains what personal information our website collects, why, how it's used, and the rights you have over it under the Data Privacy Act of 2012 (Republic Act No. 10173).

What Personal Information We Collect

We only collect what you choose to give us through the following forms and tools on this website:

- Contact Us form — your name, email address, phone number, the department you select, and your message.
- Join a PMES Session form — your full name, mobile number, email address (optional), and preferred month to attend.
- Session scheduling (Cal.com) — if you book a Pre-Membership Education Seminar slot through our booking page, Cal.com collects the name and email you provide to confirm that booking. Cal.com processes this as a service provider on our behalf, under its own privacy policy.
- Ask BUPPY live chat (Tawk.to) — once this feature is active, messages you send through the chat widget, and any contact details you choose to share in that conversation, are processed by Tawk.to as a service provider on our behalf.
- Location map — the Google Maps view on our Contact page is provided directly by Google; viewing it may be subject to Google's own privacy practices, separate from BUPCC's.

We do not use tracking, advertising, or analytics cookies on this website, and we do not collect personal information from you beyond what you actively submit through the items above.

Membership Application Form

If you submit a BUPCC Membership Application through this website (Self-Service or Personnel-Assisted), we collect the additional information needed to process that application under BUPCC's Membership Application Process and Republic Act No. 9520. This includes:

- Your full legal name, birthdate, gender, civil status, and citizenship;
- Your address, mobile number, and any additional contact channels you choose to provide (Facebook Account Name, WhatsApp Number, Viber Number);
- Your occupation, employer or business information, skills, and income range;
- Your reasons for joining, PMES preference and attendance, and any prior cooperative membership history;
- The names and contact numbers of the two character references you provide — BUPCC Personnel will contact them directly as part of application verification;
- If you complete your Declaration, Pledge & Code of Conduct signature digitally, your typed name, the date and time you gave consent, and basic device information used to record that signature.

This information is used to evaluate your application, verify your references, confirm your PMES attendance, and support the Board's review and decision, and, if you become a member, to maintain your ongoing membership record. It is accessible only to authorized BUPCC Personnel and Board members involved in that process.

How We Use Your Information

We use the information you give us only to:

- Respond to your inquiry or message through the appropriate department;
- Register you for a Pre-Membership Education Seminar (PMES) and contact you about scheduling — this seminar is a legal requirement under RA 9520, Article 10, before anyone may apply for BUPCC membership;
- Confirm and remind you of a scheduled seminar booking;
- Process your Membership Application — evaluate your eligibility, verify the references and information you provide, and support the Board's review and decision; and
- Maintain records BUPCC is required to keep as a cooperative.

We do not use your information for marketing without asking you separately first, and we do not sell, rent, or trade your personal information to any third party.

Our basis for processing this information is your consent when you submit a form, and, for PMES registration and Membership Application processing specifically, our legal and governance obligations under RA 9520.

Who We Share It With

- BUPCC officers and staff in the department your inquiry concerns, on a need-to-know basis;
- Cal.com and Tawk.to, strictly as service providers helping us operate scheduling and chat, and only for that purpose;
- Airtable, the secure database platform BUPCC uses to store and manage PMES registration and Membership Application records, strictly as a data processor operating under BUPCC's instructions;
- Government agencies or courts, only if BUPCC is legally required to disclose information to them.

We do not share your information with any other party for their own marketing or business purposes.

How Long We Keep It

BUPCC retains information submitted through this website for five (5) years from the date of your last interaction with us — for example, your inquiry, PMES registration, or Membership Application submission — after which it is securely deleted or archived, unless a longer period is needed to resolve an ongoing matter, complete your Board review, or comply with a legal obligation.

If you become an active BUPCC member, your Membership Application becomes part of your ongoing membership record and is retained for as long as you remain a member, consistent with BUPCC's recordkeeping practices as a cooperative.

This five-year period is BUPCC's own retention practice; RA 9520 and current CDA regulations do not prescribe a specific retention period for this category of records.

How We Protect It

We limit access to the information you submit to the staff who need it to respond to you, and we take reasonable organizational and technical steps to keep it secure. No online system is completely risk-free, and we will let you know, as required by law, if we become aware of a breach affecting your information.

Your Rights Under the Data Privacy Act

As a data subject under RA 10173, you have the right to:

- Be informed that your personal information is being processed;
- Access a copy of the information we hold about you;
- Object to, or withdraw consent for, our processing of your information;
- Request correction of inaccurate information;
- Request erasure or blocking of your information, where applicable;

- Receive your data in a portable format, where applicable; and
- File a complaint with the National Privacy Commission (privacy.gov.ph) if you believe your rights have been violated.

Contact Us About Your Privacy

Please direct any privacy questions or requests to BUPCC directly at dpo@bupcc.com or 0917 170 2419, and we will route them appropriately.

Changes to This Notice

We may update this notice as BUPCC's website and services change. The effective date at the top will always reflect the most recent version.