



EXERCISE OF PRIVACY RIGHTS FORM

As of 02 February 2023

The Manila Electric Company ("MERALCO") complies with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", in collecting and handling your personal data.

We need complete and accurate information in this form for us to fully assist you in exercising your rights as data subject/s under the Data Privacy Act of 2012.

We shall only use all personal data provided in this form to address your request for assistance. For more information on the protection, retention and disposal of your personal data, you may contact us through cdpo@meralco.com.ph.

Please fill in the required fields below:

Full Name of Registered Customer	
Full Name of Requesting Party and Relationship to the Registered Customer (if not same as above)	
Customer Account Number	
Residential/ Mailing Address	
E-mail Address	
Contact Number	

Please indicate which Privacy Right/s you wish to exercise:

- ☐ 1. Right to be Informed This includes your right to be informed that your personal data will be, are being, or were collected and processed.
(Kasama rito ang iyong karapatan na malaman na ang iyong personal data ay kinolekta/pinroseso, kinokolekta/pinoproseso, o kokolektahin/ipoproseso.)
- ☐ 2. Right to Object This includes your right to object to processing your personal data, including processing for direct marketing, automated processing, or profiling.
(Kasama rito ang iyong karapatan na tumutol sa pagpoproseso ng iyong personal data, maging ang pagproseso nito para sa direct marketing, automated processing o profiling.)

- | | |
|---|---|
| <input type="checkbox"/> 3. Right to Access | <p>This includes your right to determine whether MERALCO holds any personal data about you and, if so, gain “reasonable access” to them.</p> <p><i>(Kasama rito ang iyong karapatan na matukoy kung ang MERALCO ay may hawak na personal data tungkol sa’yo, at magkaroon ng “reasonable access” dito.)</i></p> |
| <input type="checkbox"/> 4. Right to Correct/ Rectify | <p>This includes your right to dispute and correct any inaccuracy or error in the data that MERALCO holds about you.</p> <p><i>(Kasama rito ang iyong karapatan na hindi sumang-ayon sa at ipabago ang anumang maling datos ng MERALCO tungkol sa’yo.)</i></p> |
| <input type="checkbox"/> 5. Right to Block/Remove | <p>This includes your right to suspend, withdraw or order the blocking, removal, or destruction of your personal data.</p> <p><i>(Kasama rito ang iyong karapatan na suspendihin, bawiin, at iutos ang pagharang, pagtanggap, at pagbura sa iyong personal data.)</i></p> |
| <input type="checkbox"/> 6. Right to Data Portability | <p>This includes your right to obtain and electronically move, copy, or securely transfer your data for further use.</p> <p><i>(Kasama rito ang iyong karapatan na makuha at electronically na ilipat, kopyahin o ligtas na masalin ang iyong datos para sa iba pang gamit.)</i></p> |
| <input type="checkbox"/> 7. Right to File a Complaint | <p>This includes your right to file a complaint with the National Privacy Commission (NPC).</p> <p><i>(Kasama rito ang iyong karapatan na magsampa ng reklamo sa NPC.)</i></p> |
| <input type="checkbox"/> 8. Right to Damages/ Indemnification | <p>This includes your right to claim compensation if you suffered damages.</p> <p><i>(Kasama rito ang iyong karapatan na humingi ng danyos kung ikaw ay napinsala.)</i></p> |

Please describe the incident which led to your request:

Once you have accomplished this form, please ensure that a signed copy of this form is sent either:

- a. *In a sealed envelope addressed to the following:*

MANILA ELECTRIC COMPANY
Data Privacy Office
ATTN: Data Protection Officer
12/F Lopez Building
MERALCO Compound, Ortigas Avenue
Barangay Ugong, Pasig City

- b. *Through e-mail:*

Email to: cdpo@meralco.com.ph

Email subject: DPO-Exercise of Privacy Rights

I certify that the information I have given in this application form are true and accurate. I understand that it may be necessary for me to provide additional information in order for MERALCO to confirm my identity as a data subject. In the event that additional information will be requested from me, I shall provide the same only upon the written request of MERALCO.

Signature	
Full Name	
Date	

NOTE: Please attach the following documents together with this form:

1. *Copy of one valid government-issued identification.*
2. *If requesting party is not the registered customer, an authorization letter from and copy of one valid government-issued identification of the registered customer.*
3. *Documents, photos, or screenshots of the incident you have encountered **(optional)**.*
4. *For Right to Damages/ Indemnification, other documents, photos, or screenshots peculiar to the data subject, which can be considered in our assessment **(optional)**.*

We will notify you of the outcome of your request through the contact information you indicated above.