

DATA PRIVACY POLICY

Effective Date : May 16, 2015
Last Updated : September 18, 2026

At **Lexie Staffing & Business Consulting** (“Lexie Staffing,” “we,” “us,” or “our”), we respect your privacy and are committed to protecting the personal information entrusted to us by job applicants, candidates, clients, employers, website visitors, and other individuals who interact with our services.

This Data Privacy Policy explains how Lexie Staffing & Business Consulting collects, uses, stores, shares, and protects personal information in connection with our website, recruitment and staffing services, business consulting services, job applications, talent sourcing activities, and related communications.

This Policy is intended to comply with applicable Philippine data privacy laws, including **Republic Act No. 10173, or the Data Privacy Act of 2012 (DPA)**, its Implementing Rules and Regulations, and applicable issuances of the **National Privacy Commission (NPC)**.

Lexie Staffing processes personal information according to the principles of **transparency, legitimate purpose, and proportionality**.

ABOUT US

Lexie Staffing & Business Consulting provides recruitment, staffing, talent acquisition, and business consulting services to individuals, employers, and organizations.

Our services may involve collecting and processing personal information from:

- Job applicants and candidates
- Prospective employees
- Employers and hiring managers
- Business clients
- Recruitment leads
- Website visitors
- Individuals who communicate with our recruitment or business development teams

For purposes of applicable data privacy laws, Lexie Staffing may act as a **Personal Information Controller (PIC)** for personal information that we collect and process for our own recruitment, staffing, consulting, marketing, and business operations.

In certain circumstances, Lexie Staffing may process personal information on behalf of a client or another organization.

PERSONAL INFORMATION WE COLLECT

The type of personal information we collect depends on your relationship with Lexie Staffing and how you interact with us.

A. Job Applicants and Candidates

When you apply for a position, respond to a recruitment campaign, submit a resume, or otherwise express interest in employment opportunities, we may collect:

- Full name
- Contact number
- Email address
- Current or residential address
- Date of birth or age, where legally permitted or required
- Resume or curriculum vitae
- Educational background
- Employment history
- Skills and qualifications
- Professional licenses and certifications
- Work experience
- Preferred position or occupation
- Preferred work location
- Employment preferences
- Availability
- Expected salary or compensation
- Interview information
- Assessment results
- References
- Employment verification information
- Work authorization or eligibility information
- Other information voluntarily provided during the recruitment process

Where necessary, appropriate, and legally permitted, Lexie Staffing may also process information required for background checks, employment verification, or other pre-employment screening.

B. Recruitment and Marketing Leads

Lexie Staffing may collect information from individuals who respond to our recruitment advertisements, online campaigns, social media campaigns, website forms, messaging channels, or other lead-generation activities.

This may include:

- Name
- Contact number
- Email address
- Location
- Employment preferences
- Work experience
- Skills and qualifications
- Preferred job or industry
- Availability
- Other information voluntarily submitted through our forms or communications

C. Employers and Business Clients

When you represent an employer or organization that uses Lexie Staffing's services, we may collect:

- Name
- Job title or position
- Company name
- Business email address
- Business telephone number
- Business address
- Hiring requirements
- Job descriptions
- Staffing requirements
- Compensation information
- Candidate requirements
- Service and contract information
- Billing and transaction information
- Communications with Lexie Staffing

D. Website Visitors

When you visit the Lexie Staffing website, we may automatically collect certain technical information, including:

- IP address
- Browser type and version
- Device type
- Operating system
- Pages visited
- Date and time of access
- Referring website or source
- General website usage information

This information may be collected through cookies, analytics tools, pixels, or similar technologies.

HOW LEXIE STAFFING USES PERSONAL INFORMATION

Lexie Staffing may process personal information for the following purposes:

Recruitment and Talent Acquisition

We may use candidate information to:

- Process job applications
- Create and maintain candidate profiles
- Evaluate qualifications
- Identify suitable employment opportunities
- Match candidates with available positions
- Contact candidates regarding job opportunities
- Schedule interviews
- Coordinate assessments
- Facilitate candidate screening
- Conduct employment verification
- Conduct background checks where appropriate and legally permitted
- Facilitate successful employment placement

Staffing Services

We may use personal information to:

- Fulfill staffing requirements of clients
- Match candidates with client requirements
- Coordinate candidate deployment or placement
- Communicate with clients and candidates
- Manage staffing-related activities
- Provide recruitment and staffing support

Business Consulting Services

Where relevant, Lexie Staffing may process business contact and client information to:

- Provide business consulting services
- Manage client relationships
- Respond to business inquiries
- Prepare proposals and service agreements
- Coordinate projects and engagements
- Deliver requested consulting services
- Maintain business and transaction records

Website and Business Operations

We may also process information to:

- Respond to inquiries
- Provide requested services
- Maintain our website
- Improve our recruitment and consulting services
- Manage candidate and client relationships
- Monitor and improve website performance
- Maintain business records
- Protect our systems
- Detect and prevent fraud, abuse, and unauthorized activity
- Comply with applicable legal and regulatory requirements

Recruitment Marketing and Communications

Where permitted by applicable law, we may contact candidates and leads regarding:

- Available job opportunities
- Recruitment campaigns
- Career opportunities
- Hiring events
- Career-related information

- Lexie Staffing announcements
- Relevant staffing services

You may opt out of marketing communications at any time.

JOB MATCHING AND CANDIDATE PROFILES

Lexie Staffing may maintain candidate information in our recruitment systems or databases for the purpose of identifying current and future employment opportunities.

If you submit your resume or candidate information to Lexie Staffing, we may consider you for positions that reasonably match your:

- Skills
- Experience
- Qualifications
- Employment preferences
- Availability
- Preferred location
- Career interests

A candidate may be contacted about opportunities that differ from the position for which they initially expressed interest if Lexie Staffing reasonably determines that the opportunity may be relevant.

Where necessary for recruitment and placement, relevant candidate information may be shared with prospective employers or clients.

LAWFUL BASIS FOR PROCESSING

Lexie Staffing processes personal information only when there is an appropriate lawful basis under applicable data privacy laws.

Depending on the circumstances, processing may be based on:

- Your consent;
- Steps taken at your request prior to entering into a contract;

- Performance of a contract;
- Compliance with a legal or regulatory obligation;
- Protection of vital interests;
- A lawful public-authority function, where applicable; or
- Legitimate interests, where such interests do not override your fundamental rights and freedoms.

Where consent is required, Lexie Staffing will provide appropriate information regarding the processing activity and obtain consent in accordance with applicable law.

SHARING PERSONAL INFORMATION

Lexie Staffing may share personal information when reasonably necessary to provide recruitment, staffing, consulting, or related services.

Information may be shared with:

Prospective Employers and Clients

Candidate information may be shared with employers or clients seeking candidates whose qualifications match their requirements.

Recruitment and Service Partners

Where appropriate, information may be shared with recruitment partners or service providers supporting our recruitment operations.

Technology and Service Providers

We may use third-party providers for services such as:

- Applicant tracking
- Candidate management
- Customer relationship management
- Cloud storage
- Email
- Communications
- Website hosting
- Analytics
- Information technology
- Cybersecurity

- Background screening
- Employment verification

Professional Advisers

Information may be shared with legal, accounting, auditing, consulting, or other professional advisers when reasonably necessary.

Government and Regulatory Authorities

We may disclose personal information when required or authorized by law, court order, regulation, or lawful government request.

Lexie Staffing does **not sell personal information as a business practice**.

CANDIDATE INFORMATION SHARED WITH CLIENTS

Candidate information may be provided to a prospective employer or staffing client when necessary for recruitment or placement.

Depending on the position and recruitment process, information shared may include:

- Name
- Resume/CV
- Work experience
- Educational background
- Skills
- Qualifications
- Certifications
- Employment preferences
- Relevant assessment information
- Other information reasonably necessary for evaluating the candidate

Lexie Staffing aims to limit information shared to what is relevant and reasonably necessary for the recruitment purpose.

SENSITIVE PERSONAL INFORMATION

Certain information may be considered **sensitive personal information** under Philippine law.

Depending on the circumstances, recruitment or staffing activities may involve information relating to matters such as:

- Government-issued identification
- Health or medical information
- Employment records
- Financial information
- Tax information
- Other information classified as sensitive under applicable law

Lexie Staffing will only process sensitive personal information when an appropriate lawful basis exists and applicable legal requirements and safeguards have been satisfied.

Where required, appropriate consent or authorization will be obtained before processing.

COOKIES AND WEBSITE TECHNOLOGIES

The Lexie Staffing website may use cookies and similar technologies to:

- Keep the website functioning properly
- Remember preferences
- Understand website traffic
- Analyze website performance
- Improve the user experience
- Measure the effectiveness of recruitment campaigns and advertising

You may manage or disable cookies through your browser settings.

Disabling certain cookies may affect some website functions.

Where required by applicable law, Lexie Staffing will obtain appropriate consent before using non-essential cookies or similar technologies.

SOCIAL MEDIA, ADVERTISING, AND RECRUITMENT PLATFORMS

Lexie Staffing may use third-party platforms to promote employment opportunities and staffing services, including social media, advertising platforms, job boards, and recruitment platforms.

If you submit information through a third-party platform, that platform may independently collect and process your information under its own privacy policy.

Lexie Staffing encourages users to review the privacy policies of third-party platforms before providing personal information through those platforms.

AUTOMATED PROCESSING AND RECRUITMENT TECHNOLOGY

Lexie Staffing may use technology to assist with recruitment activities, including organizing candidate information, managing applications, identifying potentially relevant opportunities, or matching candidate qualifications with job requirements.

Technology may assist our recruitment personnel but does not necessarily replace human review.

Where automated processing or profiling is used in a manner that is subject to specific rights or requirements under applicable privacy laws, Lexie Staffing will comply with those requirements.

DATA RETENTION

Lexie Staffing retains personal information only for as long as reasonably necessary for the purposes for which it was collected or for other legally recognized purposes.

Candidate information may be retained after an application or placement so that Lexie Staffing can consider the candidate for future employment opportunities.

Retention periods may depend on:

- The nature of the information

- The purpose for which it was collected
- The candidate or client relationship
- Contractual obligations
- Legal and regulatory requirements
- Business and operational requirements
- Potential disputes or claims

When personal information is no longer necessary, Lexie Staffing may securely delete, destroy, anonymize, or otherwise dispose of it in accordance with applicable law and our internal retention procedures.

DATA SECURITY

Lexie Staffing implements reasonable organizational, physical, and technical safeguards designed to protect personal information from:

- Unauthorized access
- Unauthorized disclosure
- Unauthorized processing
- Accidental loss
- Destruction
- Alteration
- Misuse
- Other unlawful processing

Access to personal information is limited to authorized personnel and service providers who require such information for legitimate business purposes.

We also seek to promote confidentiality and responsible handling of personal information among employees, recruitment personnel, contractors, and relevant service providers.

However, no electronic transmission, website, or storage system can be guaranteed to be completely secure.

YOUR RIGHTS AS A DATA SUBJECT

Subject to applicable Philippine law and relevant limitations, you may have the following rights:

Right to Be Informed

You have the right to know whether your personal information is being processed and to receive information about the nature and purpose of such processing.

Right to Access

You may request reasonable access to your personal information being processed by Lexie Staffing.

Right to Correct

You may request correction of inaccurate, outdated, or incomplete personal information.

Right to Object

You may object to certain processing of your personal information, subject to applicable legal exceptions.

Right to Erasure or Blocking

In appropriate circumstances, you may request the removal, blocking, or destruction of personal information.

Right to Data Portability

Where applicable, you may request your personal information in a structured and commonly used electronic format.

Right to Lodge a Complaint

You may file a complaint with the National Privacy Commission if you believe your rights under applicable privacy laws have been violated.

Right to Damages

You may have the right to seek compensation for damages as provided by applicable law.

HOW TO EXERCISE YOUR PRIVACY RIGHTS

To exercise your rights or submit a privacy-related request, please contact:

Data Protection Officer : Oswald Osorio
Email : oswald.osorio@lexieconsulting.com

To protect your information, Lexie Staffing may need to verify your identity before processing certain requests.

We will review and respond to requests in accordance with applicable laws and our internal privacy procedures.

WITHDRAWING CONSENT

Where processing is based on your consent, you may withdraw your consent subject to applicable legal requirements and limitations.

Withdrawal of consent will not affect the lawfulness of processing conducted before the withdrawal.

Please note that withdrawing consent may not result in the immediate deletion of all information if Lexie Staffing has another lawful basis or legal obligation to retain or process the information.

DIRECT MARKETING AND RECRUITMENT COMMUNICATIONS

If you provide your contact information to Lexie Staffing, we may contact you about relevant employment opportunities, recruitment campaigns, staffing services, or other communications where permitted by law.

You may opt out of promotional or marketing communications at any time.

You may unsubscribe by:

- Following the unsubscribe instructions included in the communication;
- Contacting our Data Protection Officer; or
- Using another opt-out mechanism provided by Lexie Staffing.

Opting out of marketing communications will not necessarily stop important service-related or recruitment communications relating to an existing application or placement.

INTERNATIONAL DATA TRANSFERS

Some of Lexie Staffing's clients, recruitment partners, technology providers, or service providers may be located outside the Philippines.

As a result, personal information may, where appropriate and legally permitted, be processed or stored outside the Philippines.

Where applicable, Lexie Staffing will implement reasonable safeguards and comply with applicable requirements relating to the transfer and processing of personal information across borders.

THIRD-PARTY WEBSITES

The Lexie Staffing website may contain links to third-party websites, job boards, social media platforms, or other online services.

Lexie Staffing does not control the privacy practices, security, or content of those third-party services.

We encourage you to review the privacy policies of third-party websites before providing personal information.

DATA PRIVACY INCIDENTS AND BREACHES

Lexie Staffing maintains procedures designed to identify, assess, manage, and respond to personal-data incidents and breaches.

Where a personal data breach is subject to notification requirements under applicable law or National Privacy Commission regulations, Lexie Staffing will take the required steps within the applicable periods and notify the appropriate parties and authorities when required.

PRIVACY OF MINORS

Lexie Staffing's recruitment services are generally intended for individuals who are legally permitted to work under applicable laws.

We do not knowingly collect personal information from children where such collection is prohibited by law.

If you believe that a minor has provided personal information to Lexie Staffing without appropriate authorization, please contact our Data Protection Officer.

CHANGES TO THIS PRIVACY POLICY

Lexie Staffing may update this Privacy Policy from time to time to reflect changes in:

- Our recruitment and staffing services
- Business consulting services
- Website functionality
- Technology
- Data-processing activities
- Applicable laws
- Regulatory requirements

The **Last Updated** date at the top of this Policy will be revised whenever material changes are made.

Where appropriate or required by law, Lexie Staffing may provide additional notice regarding material changes.

CONTACT LEXIE STAFFING

If you have questions, concerns, requests, or complaints regarding this Privacy Policy or the way Lexie Staffing processes personal information, please contact:

Lexie Staffing & Business Consulting

Data Protection Officer : Oswald Osorio

Email : oswald.osorio@lexieconsulting.com

Office Address : Unit 13 3/F Rocka Commercial Bldg. Rocka Complex, Tabang, Plaridel, Bulacan, 3004

Website : www.lexieconsulting.com

For information regarding Philippine data privacy rights and regulations, you may also visit the **National Privacy Commission of the Philippines**.

25. ACKNOWLEDGMENT

By using the Lexie Staffing website, submitting an application, registering as a candidate, responding to a recruitment campaign, submitting an inquiry, or otherwise providing personal information to Lexie Staffing, you acknowledge that you have been provided with this Privacy Policy and understand how your personal information may be processed for the purposes described herein.

Where consent is required by applicable law, Lexie Staffing will obtain the appropriate consent before processing your personal information.

This Privacy Policy does not replace any specific privacy notice, consent form, employment agreement, client agreement, data-processing agreement, or other privacy documentation that may apply to a particular processing activity.