

MAAGAP Insurance Inc. respects your personal and client information that we may collect in the course of using the Travel Agent Portal. Please read also our full statement on [Privacy Policy](#).

Definitions

For purposes of this Privacy Policy:

“We,” “us,” “our”, and/or “MAAGAP” shall refer to MAAGAP Insurance Inc.

“Portal” shall refer to Travel Agent Portal.

“You” or “your” shall refer to the Travel Agency’s representatives authorized to access the Travel Agent Portal.

“Client” shall refer to the customers of the Travel Agency who purchased travel insurance products from MAAGAP Insurance Inc.

“Insurance” or “policy” shall refer to the travel insurance policies issued by MAAGAP Insurance Inc.

“Information” shall refer to the data to be collected either from the Travel Agent or the client as specifically listed herein below.

What information we collect

By creating a user account in the Portal, we will collect the following personal information from you:

- Full name
- Position/title/designation
- Name of company/insurance agency
- Office address
- Contact number
- Email address

We will also collect the following from the client:

- Full name
- Sex
- Email address
- Contact number
- Birthdate
- Residence address
- Tax identification number
- Source of funds
- Government-issued ID
- Place of origin and destination

Why we collect and process information

We will use the information for the following purposes:

- Creation of user account in the portal
- Provide insurance quotation
- Issue insurance policies
- Provide billing statement
- Process and settle insurance claim
- Enhance our customer service

Where we store the information

We safekeep the information we collect through a third party web hosting service provider.

To whom we share the information

We disclose the information we collect only with employees, representatives, and/or partners who use the information to perform their respective functions in providing services to clients. These persons are also bound by obligation of confidentiality to us of the same scope as that imposed upon us by the terms of this Privacy Policy. We also disclose information for purposes of compliance with reportorial requirements to Insurance Commission, National Privacy Commission, Anti-Money Laundering Council, Bureau of Internal Revenue, and Securities and Exchange Commission and other government agencies if required under the law.

How we maintain the security and confidentiality of the information

We have physical, technical, and organizational security measures in place to ensure the protection of the information we collected. We restrict access to your personal data only to MAAGAP's authorized personnel or Portal user who process your personal data with strict confidentiality.

We treat with utmost confidentiality and respect the information we collect from you and the client/insured. We make sure that this information is obtained with the consent of the data subjects, and used only for the legitimate purpose of the Portal.

Changes on the Privacy Policy

We reserve the right to update, revise or modify this Privacy Policy from time to time to comply with the changes in the implementing guidelines and regulatory requirements on data privacy, or as it may deem necessary or required for security reasons or advancement in technology, or as the circumstances may otherwise warrant. We encourage you to review this Privacy Policy regularly for any changes.

Version Control

Version	Effective Date	Revision Summary	By
1.0	23 May 2025	First draft	Legal and Corporate Compliance