

## Hideaway Privacy Policy

This statement sets out the policy of PT Rajawali Duta Persada ('Hideaway) for the collection, storage and use of personal information, and covers all of the entities in the Hideaway.

To enable Hideaway to deliver the best possible service to its clients and customers, it is necessary for Hideaway to collect personal information (i.e. information or an opinion that can identify a person) about potential and existing customers. The type of personal information that is collected will be determined by nature of the relationship between Hideaway and its potential or actual customers.

At the time personal information is collected, Hideaway will take reasonable steps to inform its customers about the purpose for which the information is collected and the customers' right to access the information.

### Use and Disclosure of Personal Information

Hideaway is committed not to use or disclose personal information that it has collected. In particular, Hideaway's policy is not to use or disclose personal information other than for the purpose for which it was collected or any reasonable secondary purpose. It is Hideaway's policy to obtain its customer's consent before it uses information for a purpose or in a manner different to the purpose or manner that was disclosed to its customer.

### Hideaway's Marketing Activities

It is important for Hideaway to maintain contact with its customers and potential customers. That contact may involve the sending of advertising material to existing and potential customers. In these circumstances, it is Hideaway's policy to comply with the stated purpose for which personal information was collected. Hideaway's existing and potential customers will always have the opportunity to decline to receive further marketing material. If Hideaway receives such a request Hideaway will update its records appropriately, within a reasonable time.

### Distribution of Information

Hideaway employs a number of consultants, contractors and subcontractors in the course of its business activities. It is sometimes necessary for Hideaway to give its consultants, contractors and subcontractors access to personal information held about its customers. In these circumstances, it is Hideaway's policy to require the consultants, contractors or subcontractors who receive from Hideaway personal information about customers to comply with Hideaway's privacy policy.

It is Hideaway's policy not to sell personal information about existing or potential customers to any organisation.

### Security of Personal Information

Hideaway will take reasonable steps to protect personal information that it collects and ensure that the information is accurate. Secure computer systems are used to store customer information. Hideaway's employees are required to maintain the confidentiality of any personal information collected.

### Access to and Changing Personal Information

Hideaway will, if requested to do so, give existing and potential customers copies of the personal information that Hideaway holds about them. Before such information is released, Hideaway will require reasonable proof of identity from the enquiring person.

If any existing or potential customer wishes to update or correct personal information held by Hideaway about them, Hideaway will do so on receipt of a written request addressed to Hideaway.



### **Hideaway's Website**

When Hideaway's web site, or the web site of an entity in the Hideaway, is visited, the web site may send "cookies" to the visitor's computer. Cookies are used in transactions over the internet for various reasons including the maintenance of security. Cookies can also be used to monitor the areas of a website that are visited. Visitors to a Hideaway web site who do not wish to receive cookies should select the appropriate settings in their web browser.

### **Amendments to Hideaway's Privacy Policy**

This policy may be updated and amended from time to time, at Hideaway's discretion. Hideaway may update this Privacy Policy by posting an updated version on Hideaway's web sites.