



PRIVACY POLICY

Version 1.0

Updated Oct 25, 2018

Peruri CA respects your right to privacy. This privacy policy has been developed to inform you about the privacy practices followed by Peruri CA in connection with its websites, products and services.

This privacy policy comply with the regulation of the minister Communication, Information and Technology No 20 Year 2016 that inform you about what data is collected, how we use such data, where data is processed, how you may opt out of your data being used, the security provisions around storing your data and how to correct, update or delete your data.

1. Data Controller

Peruri CA collects information such as the name, organization, and email address of Customers who voluntarily submit that information online through our Website or Offline. Where Customers share personal information of Individuals with Peruri CA, Customers represent that they have collected and processed such information in accordance with data protection laws, and that they have duly informed the Individuals that their personal information was provided to Peruri CA.

Peruri CA will process such information following Customer instructions, as strictly necessary to provide the services contracted by Customer.

All questions or requests regarding the processing of data may be addressed to: controller.ca@peruri.co.id.

2. Collection of Personal Information

We collect information from you when you:

- a. Place an order for a Peruri CA digital certificate products or services
- b. Apply for access to our managed service platforms
- c. Respond to a survey
- d. Fill out a form for pre/post sales assistance

To fulfill requests for digital certificates products or services, you may be asked to enter your name, email address, physical address, phone number, credit card information and/or organizational details or other personal information.

- Contact information such as your name, email address, physical address, and phone number.
- Relationship information that helps us do business with you, such as the types of products and services that may interest you, contact and product preferences, languages, marketing preferences and demographic data.
- Transactional information about how you interact with us, including purchases, inquiries, customer account information, billing and credit card information, organizational details, transaction and correspondence history, and information about how you use and interact with our website.

We may develop and acquire additional information about you using third-party (public and private) data sources such as third party databases and government agencies, as well as your browsing and purchasing history in order to process orders for certificates and to improve our services.

Peruri CA treats personal information as confidential, except for the information included in an issued digital certificate.

3. Purpose of Processing

Your personal data will be used for the purposes specified below:

3.1 To process applications for Peruri CA products and services

Your information is used to provide our products and services and order processing as well as to conduct business transactions such as billing.

3.2 To improve customer service

Your information helps us to more effectively respond to your pre/post sales requests and provide technical support.

3.3 To send renewal notices

The email address you provide for order processing may be used to send you renewal notices for your expiring digital certificate.

3.4 To send service updates

In addition, subject to your consent where required, we may send you new service updates, security updates, related product or service information, and status updates on maintenance windows or service availability.

3.5 To tell you about our products and services

Subject to your consent where required, we may send you periodic company newsletters, information about our products and services that may be of interest to you based on your use of other Peruri CA products and services, your attendance at Peruri CA sponsored marketing events such as webinars, your requests for information about similar products and services, or your sharing of data with social media sites.

4. Legal Basis for Processing Personal Data

We will process your data for the purpose of performance of our contract with you or the legitimate interest of Peruri CA, which are our usual business activities. In other cases, we will request your consent for the processing of the personal data you may submit.

Your refusal to provide personal data to us for certain products and services may hinder us from fulfilling your order for those products or services. Also, if you deny or withdraw your consent to use personal data or opt out of receiving information about Peruri CA products and services this may result in you not being made aware of renewal notices, periodic company newsletters, new service updates, security updates, related product or service information, and status updates on maintenance windows or service availability. See Section 10 below for how to withdraw your consent.

5. Sharing of Information and Transfers of Data

We do not sell or trade your personal information to outside parties. In circumstances where data is shared with such third parties, they are required to comply with confidentiality terms included in our data processing agreements. This prohibits such third parties from selling, trading, using, marketing or otherwise distributing Peruri CA customer data.

As Required by Law: We may also release your information when we believe release is appropriate to comply with the law or protect our rights, property, or safety.

It is our policy to notify customers of requests for their data from law enforcement unless we are prohibited from doing so by statute or court order. Law enforcement officials who believe that notification would jeopardize an investigation should obtain an appropriate court order or other process that specifically precludes member notification.

Mergers & Acquisitions: We may also disclose your personal information to third parties who may take over the operation of our site or who may purchase any or all of our assets, including your personal information. We will contact you using the details you provide if there is any change in the person controlling your information.

6. Data retention

The personal information we collect is retained for no longer than necessary to fulfil the stated purposes in section 2 above or for a period specifically required by law or regulation that Peruri CA is obligated to follow.

To meet public CA audit requirements as detailed in the Peruri CA Certification Practice Statement, personal data used to fulfill verification of certain types of digital certificate applications will be retained for a minimum of 5 years depending on the class of product or service and may be retained in either a physical or electronic format. Please refer to the Peruri CA Certification Practice Statement for full details.

After the retention period is over, Peruri CA securely disposes or anonymizes your personal information in order to prevent loss, theft, misuse, or unauthorized access.

7. Opting out; withdrawing consent

If at any time you would like to unsubscribe from receiving future emails, we include unsubscribe instructions at the bottom of each email. Renewal notices may be cancelled on a per digital certificate basis by logging into your Peruri CA account and disabling renewal notices. Email preferences for CIT related/collected information can be updated and changed within CIT.

If Peruri CA is processing your personal data based on your consent, you may withdraw your consent at any time via the Peruri CA Preference Centre by contacting us at one of the addresses shown in section 12 below.

8. Your Rights

You are responsible for providing Peruri CA with true, accurate, current and complete personal information. Also, you are responsible to maintain and promptly update the information to keep it true, accurate, current and complete.

You have the right to access and modify your personal data stored on Peruri CA systems. You can exercise your rights by contacting us in writing. We will require you to provide identification in order to

verify the authenticity as the data subject. We will make reasonable efforts to respond to and process your request as required by law.

To the extent of applicable law, you may have the right to request erasure of your personal information, restriction of processing as it applies to you, object to processing and the right to data portability. You may also have the right to lodge a complaint with a supervisory authority.

If you provide any information that is untrue, inaccurate, not current or incomplete, or if we have reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, we have the right to suspend or terminate your account and refuse any and all current or future services.

9. How we protect your information

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.

After a transaction, your transaction-related information will be kept on file to meet audit requirements and facilitate renewals. We do not retain any credit card details.

10. Relevant laws

Peruri CA commits itself to protect the personal information submitted by applicants and subscribers for its public certification services. Peruri CA declares to fully respect all rights established and laid out in Indonesian laws and regulations:

- Regulation of The Minister of Communication and Information Technology of The RI No. 20 of 2016 concerning on protection of electronic personal data; and
- Provisions of the Peruri CA CPS.

11. Changes to our Privacy Policy

If we make material changes to our privacy policy, we will inform customers by emailing a notice of the availability of a new version with a link to the new version.

12. Contact Us

If you have any inquires, or questions regarding our privacy policy, please contact us at:

e-mail : admin.ca@peruri.co.id

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Alamat : Perum Peruri

Jl. Palatehan Blok K-V No 4,

Kebayoran Baru, Jakarta

12160, Indonesia