



## Business Privacy Policy

This privacy policy sets out how PT. Sienna Villas uses and protects any information that you give PT. Sienna Villas when you use this website.

PT. Sienna Villas is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. P.T. Sienna Villas may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from August 1st 2012.

### ***What we collect:***

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as post code, preferences and interests other information relevant to
- Customer surveys and/or offers

### ***What we do with the information we gather:***

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.
- At no time will we issue any information gathered by our systems to a third party.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website and its digital content.

### ***Links to other websites:***

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### ***Controlling your personal information:***

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [webmaster@sienna-villas.com](mailto:webmaster@sienna-villas.com)

We do not and will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting unless you tell us that you do not wish this to happen. You may request details of personal information which we hold about you under the Data Protection act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Webmaster, P.T. Sienna Villas, JL Raya Seminyak, Gang Keraton Number 5, Seminyak, Bali, Indonesia. Only physical paper-bourne communications will be addressed in this instance, an email will not suffice. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above addresses. We will promptly correct any information found to be erroneous.