

PRIVACY POLICY

PERSONAL INFORMATION COLLECTION STATEMENT

Pertubuhan Ukur Jurutera & Arkitek (PUJA), headquartered in Brunei Darussalam, its parent, subsidiaries and members (collectively referred to as "PUJA", "we", "our" or "us") have created this statement to demonstrate our firm commitment to protect your privacy and to provide you with information in relation to the personal data PUJA may collect from you as required by local laws and regulations and those of other applicable laws and regulations in the different jurisdictions that PUJA may collect, use or transfer your personal data.

Pujajournal.com may collect your personal data from time to time in its dealing with you, for example, when you complete forms or make enquiries in connection with the provision of membership, services, activities or facilities by PUJA at your request; register with PUJA events through our website. Depending on the purpose of the collection, the personal data PUJA may collect from you includes but is not limited to your name, address, contact numbers, and email address. Personal data may also relate to other persons relevant to the membership, products, services, activities or facilities you have requested. The provision of personal data or any information is voluntary and we may not use your personal data unless with your consent. However, if you do not provide the mandatory data required, we may not be able to process your membership, enquiries or requests or provide you with the requested services, activities or facilities.

When using our services or participating in our events and activities, there are chances that you may, and by submitting this form.

Use of Personal Data

We may use your personal data collected by us for one or more of the following purposes from time to time: providing and processing your membership requests on our services, activities or facilities; providing you with access to all parts of our websites; product resources, services, activities or facilities by PUJA and our related entities or business partners (you may elect to opt out from receiving any marketing materials - see below); managing, operating and maintaining, membership to PUJA; providing you with information, resources on the activities and benefits of it; dealing with your suggestions, enquiries or complaints; communicating with you generally;

preventing, detecting or investigating suspicious or illegal activities; and meeting legal and regulatory requirements and/or making disclosure when required by any law, court order, direction, code or guideline applicable in or outside Brunei Darussalam.

Transfer of Personal Data

Your personal data held by PUJA will be kept confidential. Except with your prior consent or as required by law, we will not transfer or disclose your personal data to any third party except to our subsidiaries, associated companies and/or business associations; our service providers, data processors or advisors in connection with our operations and our provision of your requested products, services, activities or facilities; and those as required by any applicable laws, rules or regulations, subject to a duty of confidentiality.

We endeavour to deal only with responsible third parties but as we have no control over the acts of such third parties for example the data processors, the privacy protection stated in this statement ceases to apply to any information which is disclosed to such third parties in accordance with this statement and we assume no responsibility for the privacy protection provided by such third parties.

Your Rights

You have a right to access any personal data we hold about you and if applicable, to update and/or correct it, and to withdraw any consent you have provided. You also have the right to request details of our privacy policy providing further details of the type of personal data we hold, the purposes, the erasure of personal data, etc.

If you wish to exercise any such right, please email pujaoffice01@gmail.com or pujaacademybn@gmail.com. This statement may be revised from time to time. If there is any inconsistency between the English or Malay version of this statement and/or our privacy policy, the English version shall prevail.

We have categorised this Statement and Policy by major processes and areas so that you can review the information of most interest to you:

1. Purposes of collecting your Personal Data
2. Personal Data we collect and how we use it
3. Internal Controls
4. How we store and transmit Data
5. How we track your usage on our website
6. Emails about Special Offers and Promotions
7. How long will Data be retained for?
8. Your rights
9. Notifications in the event of breach
10. Links to other sites
11. Policy on people under the age of 18 and minors
12. Complaints
13. Legal Disclaimer

Please read this Statement and Policy carefully before submitting any Personal Data to us. If, after reviewing this Statement and Policy you have any privacy questions or concerns or would like to exercise your rights under this Statement and Policy, please send your request and/or questions through email at pujaoffice01@gmail.com or pujaacademybn@gmail.com.

Please allow us time to review your request / questions and we will respond back to you as soon as possible.

We reserve the right to change, modify or amend this Privacy Policy from time to time. Any changes will be included in the latest Privacy Policy published on our Website so that you will always understand our current practices with respect to the information we gather, how we might use that information and disclose that information to third parties. Any changes to this Privacy Policy will become effective upon its posting on our Website. Continued access and use of our Websites and/or services following any changes also constitutes your acceptance of the revised Privacy Policy then in effect. Nevertheless, we will seek your consent to any substantial changes if required by relevant laws and regulations or any changes made to the use of Personal Data you provided to us in a manner different from that stated at the time of collection.

1. Purposes of collecting your Personal Data

We limit the collection, use and retention of your Personal Data to the specific information we need. We might use your Personal Data collected from you or gathered from our Websites, strictly for the performance of our agreements with you and for our legitimate purposes such as:

- to communicate with you generally;
- to deal with your suggestions, enquiries or complaints;
- to administer, support, improve and develop our business;
- to provide you with quality service;
- to provide you with access to all parts of our Websites;
- to conduct market research, surveys and analysis so as to provide you with better products and services;
- to provide for the safety and security of our members;
- to prevent, detect or investigate suspicious or illegal activities;
- to meet legal and regulatory requirements and administer general record keeping;
- to process your application for, and manage, operate and maintain, PUJA membership, and to provide you with information on the activities and benefits of it; and
- to adhere to applicable laws, court orders, directions, codes or guidelines.

Also when using our services or participating in our events and activities, there are chances that you may be photographed by our staff or other participants or guests. By accepting our services or submitting the application to participate in such events and activities, you unconditionally agree to be photographed, and further agree to the use and/or uploading of such photographs by us on our Websites and/or our promotional and marketing materials.

2. Personal Data we collect and how we use it

You are always offered options as to whether to provide your Personal Data to us and/or our business partners during our collection of your Personal Data. The provision of Personal Data or any information is voluntary and we may not use your Personal Data unless with your consent. However, if you do not provide the mandatory data required, we may not be able to process your enquiries or requests or provide you with the requested products, services, activities or facilities.

2.1 Anonymous Browsing

Visitors to our Websites do so on an anonymous basis. We do not collect Personal Data from you unless you voluntarily and knowingly provide us, for example when you reach our Websites through our electronic direct mail, or where you have created a profile or account under our Websites and/or when you are making enquiry, reservations or feedback.

The same type of Personal Data may be requested when you make any online enquiries.

We will also use your email address to send an email confirmation on any online merchandise order, and a pre-arrival message summarising your confirmation details and preferences. Such pre-arrival message will include other information about the PUJA, the area and the weather.

If you are ordering online on our merchandise through Wifi or any other wireless internet connection, you should understand and accept the risk of entering personal data through these internet connection methods, which is out of our responsibility. Data encryption process begins when you arrive and accept the secure sockets layer ("SSL") certificate at the booking engine page and when data is passing from the third-party payment card industry ("PCI") compliant central reservation system to our PCI compliant operating systems. Please bear in mind that no security system or system of transmitting information over the internet is guaranteed to be secure.

2.2 Accessing our websites from mobile devices

You can access our Website from mobile devices to find our business. When you order online using mobile devices, you may need to provide certain Personal Data for guarantee purposes. You should understand and accept the risk of entering your Personal Data through WiFi or any wireless internet connection, which is out of our responsibility. Please bear in mind that no security system or system of transmitting information over the internet is guaranteed to be secure.

2.3 Creating and updating your account information

When enrolling for our newsletter or loyalty program, you will be required to provide certain Personal Data such as name, email address and mailing address. Such Personal Data will be stored in our email marketing tool service provider which follows a strict data privacy law and be used strictly by our business units for communication to subscribers and marketing promotion only. Please bear in mind that no security system or system of transmitting information over the internet is guaranteed to be secure.

2.4 Fraudulent emails

Please note that we will never send you an email requesting your Personal Data, for example password, credit card number or passport, personal identity card or other personal government numbers. If you receive any suspicious emails that look like they are from us but ask for your Personal Data, it is likely a fraudulent email or 'phishing'. We recommend that you do not reply to the email or click onto any links or pop-up messages and report to the local authorities which handle fraudulent emails. If you believe 'phishers' have gained access to your Personal Data or financial information, we recommend that you change your password(s), alert your credit /debit card service provider and request for a bank review on your bank account statements to check for unauthorised charges.

2.5 Unsecure communication

It is important to note that all email communication is not secure. There is a risk inherent in the use of email. Please be aware of this and when requesting information or sending forms to us by email, or when using email or using any public computers/public Wifi, we recommend that

you do not include any Personal Data or sensitive information including credit card details. Our email responses to you may not include any sensitive or confidential information. Please bear in mind that no security system or system of transmitting information over the internet is guaranteed to be secure.

3. Internal Controls

This Statement and Policy is updated as required to reflect any changes in applicable laws and developments in best practice procedures. Further, we limit the access to your Personal Data and only share your Personal Data with our internal staff who are directly involved in the process of providing quality service to you.

4. How we store and transmit data?

All Personal Data gathered are stored in our secure server and all practicable steps have been taken to ensure that your Personal Data is protected against unauthorised or accidental access, disclosure or alteration and to keep such Personal Data up to date. However, we cannot be held responsible for unauthorised or accidental access which is beyond our control.

4.1 Our databases and operating & marketing systems

We store your Personal Data in our databases used by operation and marketing systems. These systems, owned and managed by us or by selected third party vendors, are carefully selected to secure your Personal Data. Your payment information will not be stored on the pujabrunei.com database due to limited storage allowance and we prioritise to protect your privacy. You will be asked to input your payment information on every single transaction you will make on the website. However, we store other information such as your previous online merchandise purchases, website content search history, other preferences and transaction history. This information may be shared and/or used by our business units for research, understanding and analysing member behaviour and customer profiling to enhance members' experience and communication with them prior to, during, and after the stay. Laws and regulations applicable to Personal Data protection vary by country, therefore we may put in place additional measures that vary depending on the applicable legal requirements.