

# Metrodata ESS – Privacy Policy

*for mobile device application released on Android, iOS*



This privacy policy governs your use of the software application Metrodata ESS (“Application”) for mobile devices that was created by Metrodata MIS. The Application is intended for use by employees and contractors working for Metrodata Electronics, Tbk (“Metrodata”) and its subsidiaries.

What information does the Application obtain and how is it used?

## User Provided Information

The Application obtains the information you provide when you download, install, and use the Application. The Application may also use information you provide through other channels, e.g. internal forms or intranet applications as part of your employment terms with Metrodata.

## Automatically Collected Information

From time to time, the Application may collect information automatically, including but not limited to the type of mobile device you use, your mobile devices unique device ID, and information about the way you use the Application.

Does the Application collect real time location information on the device?

The Application does not collect precise information about the location of your mobile device.

Do third parties see and/or have access to information obtained by the Application?

From time to time, Metrodata may share information you have submitted through the Application with third parties as part of the company functions. This may include but not limited to company auditing purpose with external firms or implementation of software services with external cloud providers.

We don’t share User Provided Information, Automatically Collected Information, or any of your personal data for advertising purpose.

We may disclose User Provided and Automatically Collected Information under the following conditions:

- as required by law, such as to comply with subpoena or similar legal process
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request
- with our trusted service providers who work on our behalf, do not have an independent use of the information we disclose to them and have agreed to adhere to the rules set forth in this privacy statement
- if Metrodata MIS is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and a notice on the company website of any change in ownership or uses of this information, as well as any choices you may have regarding this information.

## Opt-out Rights

You can stop all collection of information by the Application by uninstalling the Application. You may use the standard uninstall process as may be available as part of your mobile device or via the mobile application marketplace or network.

## Data Retention Policy

Metrodata will retain User Provided data for as long as you use the application and for company archival purpose thereafter. Please note that User Provided data are submitted as part of your work with and subject to employment terms with Metrodata.

## Security

We are concerned about safeguarding the confidentiality of your information. We provide physical, electronic, and procedural safeguards to protect information we process and maintain. Please be aware that although we endeavor to provide reasonable security for information we process and maintain, no security system can prevent all potential security breaches.

## Changes

This Privacy Policy may be updated from time to time for any reason. We will notify you of any changes to our Privacy Policy by posting the new Privacy Policy and informing you via available company channels such as internal memo or email distribution.

## Contact Us

If you have any questions regarding privacy while using the Application, or have questions about our practices, please contact us via email at [engineering@metrodata.co.id](mailto:engineering@metrodata.co.id).