



Terms of use

Bimbing is a platform which mission is to improve lives through connecting like-minded people to achieve their best potential. Through *Bimbing*, Mentees can connect with accomplished Mentors and get advice on finding their passion and making it a reality.

By accessing or using the *Bimbing* website, located at www.bimbing.com, including any and all international or mobile versions thereof (the "Website") or by otherwise accessing any portion of *Bimbing's* programs you ("you") agree to be bound by this Terms of Use Agreement (this "Agreement") and any agreements, policies and other documents incorporated by reference herein, whether or not you become a mentor, mentee, or otherwise participate ("User" or "Users") in *Bimbing's* programs. In addition, if you wish to become a registered User of the Website, please read this Terms of Use Agreement and indicate your acceptance by clicking the **Submit** button on *Bimbing's* Online Application Form.

We reserve the right, at our sole discretion, to change, modify, add, or delete portions of this Terms of Use at any time without further notice. If we do this, we will post the changes to this Terms of Use on this page and will indicate at the top of this page the date these terms were last revised. Your continued use of the Website after any such change constitutes your acceptance of the new Terms of Use. If you do not agree to this or any future Terms of Use, you may not use or access (or continue to use or access) the Website. It is your responsibility to regularly check the Website to determine if there have been changes to this Terms of Use and to review such changes.

You may receive a written copy of this Agreement by emailing us at: admin@bimbing.com, Subject: *Bimbing* Terms of Use Agreement.

1. Term.

This Agreement will remain in full force and effect while you use the Website. Whether or not you qualify to be a Mentor or Mentee and are eligible to become a member shall be determined by *Bimbing* in its sole and absolute discretion. If you are eligible to become a member, you may terminate your membership for any reason upon receipt by *Bimbing* of your written or email notice of termination. *Bimbing* may also terminate your membership for any reason and at any time, effective upon sending notice to you at the email address you provide in your application for membership, or such other email address as you may later provide to *Bimbing*. Even after your membership is terminated or your use of the Website ceases, this Agreement will remain in effect. This Website is intended solely for users who are eighteen (16) years of age or older. Any registration by, use of or access to the Website by anyone under sixteen (16) is unauthorized, unlicensed and in violation of these Terms of Use. To the extent we decide in our sole and absolute discretion to charge for any of our services, we will notify you of such changes, and you at your sole discretion can agree to pay the appropriate fees in order to obtain such services.



2. Registration Data; Account Security.

You agree to (a) provide accurate, current and complete information on any registration forms on the Website, including any Mentor profile or Mentee profile submitted by you ("Registration Data"); (b) maintain the security of your password and identification; (c) maintain and promptly update the Registration Data, and any other information you provide to us, to keep it accurate, current and complete; and (d) be fully responsible for all use of your account and for any actions that take place using your account. You hereby authorize *Bimbing* to verify the information supplied in your *Bimbing* Application when and as *Bimbing* deems necessary and advisable, and to the extent permitted by applicable law. Notwithstanding the foregoing, *Bimbing* shall be under no obligation to verify the information supplied in your *Bimbing* Application and may rely on such information without taking any further action. You consent to receiving communications and notices from *Bimbing* at the email address you provide in your Registration Data or otherwise elect in your account settings.

3. Non Commercial Use.

The Website is for the use by Users in their individual capacities as *Bimbing* Users only and may not be used in connection with any commercial or other endeavours. Organizations, companies, and/or businesses may not use the Website for any purpose other than those contemplated in this Terms of Use or Privacy Policy. Illegal and/or unauthorized uses by you of the Website, including collecting user names and/or email addresses of Users by electronic or other means for any reason, including, but not limited to, the purpose of sending unsolicited emails and unauthorized framing of or linking to the Website is a violation of this Agreement, and appropriate legal action may be taken, including, without limitation, civil, criminal, and injunctive redress.

4. Proprietary Rights in Website Content; Limited License.

All content on the Website and available through the Mentor/Mentee program, and their selection and arrangement, but excluding User Content (the "Website Content"), are the proprietary property of *Bimbing*, its users or its licensors, with all rights reserved. No Website Content may be modified, copied, distributed, framed, reproduced, republished, downloaded, scraped, displayed, posted, transmitted, or sold in any form or by any means, in whole or in part, without our prior written permission. Subject to these Terms of Use, you are granted a limited license to access and use the Website and the Website Content and to download or print a copy of any properly-accessed portion of the Website Content solely for your personal, non-commercial use, provided that you keep all copyright or other proprietary notices intact. Such license does not permit use of any data mining, robots, scraping or similar data gathering or extraction methods. Unless explicitly stated herein, nothing in these Terms of Use will be construed as conferring any license to intellectual property rights, whether by estoppel, implication or otherwise. We may revoke this license at any time without notice and with or without cause.



5. Trademarks.

"*Bimbing*", the "*Bimbing*" logo and other *Bimbing* graphics, logos, designs, page headers, button icons, scripts and service names are our trademarks. Our trademarks may not be used, including as part of trademarks and/or as part of domain names, in connection with any product or service in any manner that is likely to cause confusion and may not be copied, imitated, or used, in whole or in part, without our prior written permission.

6. User Content Posted on the Website.

a. You understand and agree that *Bimbing* may (but is not obligated to) review and delete (without notice) any content, messages, or profiles provided by you (collectively, "User Content") that in the sole judgment of *Bimbing* violate this Agreement or which might be offensive, illegal, or that might violate the rights, harm, or threaten the safety of others. You are solely responsible at your sole cost and expense for creating backup copies and replacing any User Content you post on the Website or provide to us.

b. By posting User Content to the Website, you hereby grant, and you represent and warrant that you have the right, power and authority to grant to *Bimbing* an irrevocable, perpetual, non-exclusive, fully paid, worldwide license to use, copy, perform, display, distribute, reformat, translate and excerpt such User Content and to prepare derivative works of, or incorporate into other works, such User Content for any purpose, and to grant and authorize sublicenses of the foregoing. If a User contacts *Bimbing* to deactivate their account, their profile and mentoring requests will no longer be available on the Website. However, some information may remain on the Website after a User deactivates their profile, including, but not limited to, a history of messages, mentoring requests and connections associated with that User on the mentoring activity history of other Users.

c. You agree to the following:

1. You will not send or otherwise post unauthorized commercial communications to Users (such as spam).
2. You will not collect Users' information, or otherwise access the Website, using automated means (such as harvesting bots, robots, spiders, or scrapers) without our permission.
3. You will not upload viruses or other malicious code.
4. You will not solicit login information or access an account belonging to someone else.
5. You will not bully, intimidate, or harass any User.
6. You will not post content that is hateful, threatening, pornographic, that contains nudity or graphic or gratuitous violence, or that violates applicable law.
7. You will not promote alcohol-related or other mature content without appropriate age-based restrictions.
8. You will not use the Website to do anything unlawful, misleading, malicious, or discriminatory.
9. You will not facilitate or encourage any violations of this Term of Use.



10. If you collect information from users, you will: obtain their consent, make it clear you (and not *Bimbing*) are the one collecting their information, and post your privacy policy.
11. You will not post anyone's ID number, driver's license, credit card, debit card, or bank account numbers or other similar content on the Website.

d. In order to protect Users from unauthorized advertising or solicitation, *Bimbing* reserves the right to restrict the number of emails or other communications which a User may send to other Users in any 24-hour or other period to a number which *Bimbing* deems appropriate, in *Bimbing's* sole and absolute discretion.

7. Privacy.

Use of the Website and/or the Mentor/Mentee program is also governed by our Privacy Policy and Code of Conduct.

8. Intellectual Property Rights Complaints.

When we receive proper notification of alleged copyright infringement, we will investigate and may remove or disable access to the allegedly infringing material and may terminate, in our sole discretion, the accounts of repeat infringers in accordance with the applicable law. We may also, at our sole discretion, limit access to the Website and/or terminate the memberships of any Users who infringe any intellectual property rights of others, whether or not there is any repeat infringement. If you believe that any material on the Website infringes upon any copyright which you own or control, you may flag that content as inappropriate. *Bimbing* will assess the material and may remove the material from public viewing.

9. Third Party Websites and Content.

The Website contains (or you may be sent through the Website) links to other web sites ("Third Party Websites") as well as articles, photographs, text, items and other content belonging to or originating from third parties (the "Third Party Components"). Such Third Party Websites and Third Party Components are not investigated, monitored or checked for accuracy, appropriateness, or completeness by us, and we are not responsible for the acts or omissions of any Third Party Websites or Third Party Components. If you decide to leave the Website and access the Third Party Websites or to use or install any Third Party Components, you do so at your own risk and our terms and policies no longer govern. You should review the applicable terms and policies, including privacy and data gathering practices, of any Third Party Website to which you navigate from the Website or relating to any Third Party Components.

10. Content Feeds and Viral Distribution Widgets.

In order to promote the opportunities available on the Website, some features of your profile may be exported to Third Party Sites to notify prospective users of the kinds of opportunities that exist on the Website. Such features that may be exported to Third Party Sites include, but are not limited to, your name, picture, industry, business name, experience needed, city and state of



business, mentoring request summary, mentoring request expertise, profile URL and mentoring request URL.

11. User Messaging.

By sending communications to other Users (including, but not limited to, Mentor/Mentee requests), you consent to *Bimbing* storing the conversations you have with other Users on its servers owned or controlled by us. You understand that even if you delete a conversation you have with another User, that User may also be able to save it. You further agree that we may retain, use, and scan copies of your conversations for a limited time solely to filter spam, detect viruses, and test and improve our messaging services. We may also scan the text of your conversations in order to filter spam and detect viruses.

12. Disclaimer of Warranties.

a) Your use of the website, and any programs or services offered via the website, are at your sole risk. The website, and any programs or services offered via the website, are provided on an "as is" and "as available" basis. *Bimbing* and its affiliates, officers, employees, agents, partners, licensors and users expressly disclaim to you all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of title, merchantability, fitness for a particular purpose and non-infringement. For purposes of clarity, you understand and agree that all decisions made by you with respect to and as a result of participating in the programs or services offered via the website are yours alone, and *Bimbing* does not monitor or verify the accuracy or reliability of any information or advice provided on or via the website and any programs or services offered via the website.

b) *Bimbing* and its affiliates, officers, employees, agents, partners, licensors and users make no warranty to you that (i) the website, and any programs or services offered via the website, will meet your requirements; (ii) the website will be uninterrupted, timely, secure or error-free; (iii) the results that may be obtained from the use of the website, and any programs or services offered via the website, will be accurate, reliable or generate benefit (including without limitation economic benefit) to you; and (iv) the quality of any products, services, information or other material purchased or obtained by you through the website.

c) Any material or information downloaded, otherwise obtained or used through the use of the website or any programs or services offered via the website is made available at your own risk, and you will be solely responsible for and hereby waive any and all claims and causes of action with respect to any damage to your computer system, internet access, business, business reputation, download or display device, or loss of data that results from the download or use of any such material or information.

d) No advice or information, whether oral or written, obtained by you from *Bimbing* or through or from the website, and any programs or services offered via the website, shall create any warranty and are provided "as is" and without warranties of any kind, express or implied, including, but not limited to, the implied warranties of title, merchantability, fitness for a particular purpose and non-infringement.



13. Limitation on Liability.

You expressly understand and agree that *Bimbing* and its affiliates, officers, employees, agents, partners, licensors and users shall not be liable to you for any direct, punitive, indirect, incidental, special, consequential or exemplary damages, costs, losses or expenses, including, but not limited to, the cost of procurement of substitute goods and services, damages for loss of profits, goodwill, use, data or other intangible losses (even if *Bimbing* has been advised of the possibility of such damages), resulting from: (a) the use or the inability to use the website or any programs or services offered via the website ; (b) unauthorized access to or alteration of your transmissions or data; (c) statements, advice, participating in mentoring relationships or conduct of any third party on the website; or (d) any other matter relating to the website, and any programs or services offered via the website.

14. Exclusions and Limitations.

Some jurisdictions do not allow the exclusion of certain warranties or the limitation or exclusion of liability for incidental or consequential damages. accordingly, some of the above limitations of sections 12 and 13 may not apply to you to the extent so prohibited by law.

15. Disputes with other Users.

You are solely responsible for your interactions with Users and any disputes that may result from such interactions. *Bimbing* reserves the right, but has no obligation, to monitor disputes between you and other Users.

16. Disputes with *Bimbing*.

If there is any dispute about or involving the Website, you agree that the dispute will be governed by the laws of Jakarta, Indonesia without regard to its conflict of law provisions and will be resolved in a court located in Jakarta, Indonesia. You agree to personal jurisdiction by and venue in the courts of Jakarta, Indonesia.

17. Indemnity.

You agree to indemnify and hold *Bimbing*, its affiliates, and each of their directors, officers, agents, contractors, partners and employees, harmless from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your use of the Website, any User Content you post on or through the Website, your conduct in connection with your participation in *Bimbing* 's programs and/or arising from a breach of this Agreement.

18. Other.

This Agreement (together with any agreements, policies or other documents incorporated by reference herein), accepted upon use of the Website and further affirmed by becoming a registered User, contains the entire agreement between you and *Bimbing* regarding the use of the



Website and/or the programs offered by *Bimbing*. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect. Our failure to exercise or enforce any right or provision of these Terms of Use will not constitute a waiver of such right or provision in that or any other instance. If any provision of these Terms of Use is held invalid, the remainder of these Terms of Use will continue in full force and effect. If any provision of these Terms of Use is deemed unlawful, void or for any reason unenforceable, then that provision will be deemed severable from these Terms of Use and will not affect the validity and enforceability of any remaining provisions. These Terms of Use are in the English language only, which language will be controlling in all respects, and all versions hereof in any other language will not be binding on the parties hereto. All communications and notices to be made or given pursuant to these Terms of Use will be in the English language.



Privacy Policy

1. About this document

1. *Bimbing's* Privacy Policy explains how we collect, use, store and share the personal information you decide to share and will help you make informed decisions when accessing or using the *Bimbing* website, located at www.bimbing.com, or any successor websites, including any and all international and mobile versions thereof (collectively, the "Website").
2. By registering with *Bimbing*, using or accessing the Website, you are agreeing to the practices described in this Privacy Policy. Your use of the Website is also subject to the *Bimbing* Code of Conduct and Terms of Use. **If you do not agree with these policies, do not access or use our Services or interact with any other aspect of our business.**
3. If you have questions or concerns regarding this statement, you should contact our staff at admin@bimbing.com.

2. *Bimbing's* Privacy Principles

1. *Bimbing* operates as a **peer-to-peer mentoring platform**. We are powered by **Mentors** who care deeply, a **community** based on mutual trust, and the belief that a **higher degree of equality** is possible.
2. Your profile information is **public**.
3. Other information that you provide to *Bimbing* is **confidential**.
4. Your conversations with others in the *Bimbing* community are **confidential**. It is also **your responsibility** to help us keep it that way.
5. General information about your activity on the site helps us to **do our job**.
6. We only share data with **trusted partners** in order to: improve our service, to measure our impact, and identify misuse, and to respond to your requests.
7. You can control **how we communicate** with you.
8. **You have rights** to the information that we request or have collected about you.
9. You can ask to be **removed** from the community.
10. We are based in Indonesia, and data is **transferred and held securely** within Indonesian based data centers. When our **global operations** require us to transfer information to other countries we utilize appropriate safeguards.
11. You can **contact us** at any time at admin@bimbing.com

3. Information we collect about you

1. Information you provide to us

1. Registration information
 - When you register with *Bimbing* and create a user profile to participate in *Bimbing's* programs, you provide us with certain personal and business information, such as your name, your email address, your telephone number, your postal code, your group or company affiliations, and your password.



- *Bimbing* also collects other contact, demographic and business information in order to provide a mentor matching service to facilitate virtual mentoring, to provide other services provided by *Bimbing* and as otherwise described in this Privacy Policy.

2. Your public profile

- If you choose to create a Mentor/Mentee profile on *Bimbing*, certain profile information will be collected by the Website. This may include your name, industry background, city of residence, employer and any additional information you provide when you register with *Bimbing*.

3. Your interactions with other users

- By sending communications to other users (including, but not limited to, Mentor/Mentee requests and messages), you consent to *Bimbing* storing the conversations you have with other users on its servers owned or controlled by us. You understand that even if you delete a conversation you have with another user, that user may also be able to save it. You further agree that we may retain, use, and scan copies of your conversations for a limited time solely to filter spam, detect viruses, test and improve our messaging services, and to deliver personalized features to you.

4. Referring your friends & colleagues

- If you choose to use our referral service to tell a friend about our Website, we will ask you for information needed to send the invitation, such as your friend's email address. We will send your friend an email with your name listed in the invitation inviting him or her to visit the site. *Bimbing* stores this information to send invitations, to allow you to see invitations or referrals you have sent, and to track the success of our referral program. Your friend may contact us at admin@bimbing.com to request that we remove this information from our database.

5. Customer support

- We use your information to resolve technical issues you encounter, to respond to your requests for assistance, and to repair and improve the services.

6. Participation in events

- If you have participated in any event sponsored by *Bimbing*, we will use information about your attendance, experience, and your contact information in order to communicate with you about future events and to provide you with access to the *Bimbing* website and related services.



2. Information we receive from other sources

1. Other users

- Messages, endorsements and feedback

1. *Bimbing* may collect or request information about you from other users you have interacted with. This may include messages they exchanged with you, feedback on your conversations, ratings, or endorsements. We also collect negative feedback such as when there may be evidence of spam, solicitation, or fraud.

2. Other services you link to your account

1. We receive information about you when you link a third-party service with our services. For example, if you create an account or log into *Bimbing* using your LinkedIn, Facebook, Google, or Twitter credentials, we receive your contact details as permitted by your profile settings for those services in order to authenticate you. You may also integrate our services with other services you use, such as to allow you to access, store, share and edit certain content from a third-party through our services. For example, you may authorize our services to access, display and store files from a third-party document-sharing service. Or you may authorize our services to connect with a third-party calendaring service so that your meetings and connections are available to you through the services. You may authorize our services to sync a contact list or address book so that you can easily connect with those contacts within the services or invite them to collaborate with you on our services. The information we receive when you link or integrate our services with a third-party service depends on the settings, permissions and privacy policy controlled by that third-party service. You should always check the privacy settings and notices in these third-party services to understand what data may be disclosed to us or shared with our services.

3. Information we collect automatically when you use our service

1. Device and web browsing data

1. When you access the Website, we collect your IP address, browser type, internet service provider (ISP), referring/exit pages, platform and device type, date/time stamp, and number of clicks. This information is gathered for all Website users.
2. We use your IP address and/or country preference in order to approximate your location to provide you with a better Service experience.
3. How much of this information we collect depends on the type and settings of the device you use to access the Services.



2. Cookies, Web Beacons, and Other Similar Technologies

1. We collect and store certain information from your browser using "cookies." A cookie is a piece of data stored on the user's computer tied to information about the user. We use cookies to confirm that users are logged in and to track their usage of the site. Cookies do not contain personally identifiable information. These cookies terminate once the user closes their browser or once they expire.

4. How we use information we collect

1. To provide services and personalize your experience

- To match you with either a Mentor or a Mentee. Once a match is made or you connect with another user, your name and associated content will be supplied to the person you have been matched with For Impact measurement
 - We will also use non-identifiable, aggregate information to guide our program efforts and report to funders, stakeholders and external partners.

2. For research and development

- To improve our services
 - To evaluate and improve the *Bimbing* services and the Website and offer personalized features.
- For Impact measurement
 - We will also use non-identifiable, aggregate information to guide our program efforts and report to funders, stakeholders and external partners.

3. To communicate with you about the service

- To communicate with you regarding our services, the mentoring process, and upcoming *Bimbing* events or initiatives.
- *Bimbing* may send you service-related announcements from time to time through the general operation of the service. For instance, if you receive a mentoring request or an offer for mentoring advice, you may receive an email or other message alerting you to that fact.

4. To market and promote the service

- With your explicit permission, we may use your personal details to promote *Bimbing*. You will be contacted before any release of such information for *Bimbing*'s promotional purposes, and you may withdraw any permission that you may grant at any time.



5. For customer support

- We communicate with users to provide requested services and in regards to issues relating to their account. We reply via email, regular mail or phone, depending on the nature of the communication.

6. For safety and security

- We use information about you and your Service use to verify accounts and activity, to monitor suspicious or fraudulent activity and to identify violations of Service policies.

7. With your consent

- We use information about you where you have given us consent to do so for a specific purpose not listed above. For example, we may publish testimonials or featured customer stories to promote *Bimbing*, or display photographs of you from a *Bimbing* event, with your permission. In such instances, terms and conditions for the collection and use of information will be stated separately and made explicit to respondents in advance of data collection.

8. Legal bases for processing (EEA users)

- If you are an individual in the European Economic Area (EEA), we collect and process information about you only where we have legal bases for doing so under applicable EU laws. The legal bases depend on the Services you use and how you use them. This means we collect and use your information only where:
 - We need it to provide you the Services, including to operate the Services, provide customer support and personalized features and to protect the safety and security of the Services;
 - It satisfies a legitimate interest (which is not overridden by your data protection interests), such as for research and development, to market and promote the Services and to protect our legal rights and interests;
 - You give us consent to do so for a specific purpose; or
 - We need to process your data to comply with a legal obligation.
- If you have consented to our use of information about you for a specific purpose, you have the right to change your mind at any time, but this will not affect any processing that has already taken place. Where we are using your information because we or a third party (e.g. your employer) have a legitimate interest to do so, you have the right to object to that use though, in some cases, this may mean no longer using the Services.



2. How we share information we collect

1. Sharing with other *Bimbing* users

1. Your public profile and business information

- If you choose to create a profile on *Bimbing*, certain profile information will be collected and displayed publicly on the Website. This will include, but not limited to, your name, the city where you live, and your membership with a group or company.

2. Your interactions with other users on the site

- When you use the Website, certain information you post or share, such as answers to questions, messages, photos or other information, may be shared with other users. All such sharing of information is done at your own risk. Please keep in mind that if you disclose personal information in your profile or when posting comments, messages, photos or other items, this information may become publicly available.

3. Your member organization

- If, when you register with *Bimbing*, you identify yourself as a member of a group or corporation that is affiliated with or has a relationship with *Bimbing* may provide that group or corporation with individual non-anonymous reports, that may include any or all of your profile data, detailing your use of the Website and any feedback you or your matches have reported to *Bimbing* regarding your mentoring relationships and business outcomes.

2. Sharing with third parties

1. To provide services

- *Bimbing* may provide information to certain third party companies which we may contract to perform services to you on our behalf. These services may include, but not limited to, e-mail delivery, customer relationship management, customer service, development and research, data analysis and fraud protection. The third parties we contract with for the provision of these services will be permitted to obtain only such personal information as they require to deliver the services and only use such information for their provision of the applicable services to us.
- Also, profile information you submit to *Bimbing* may be made available to third party search engines. This is primarily so potential Mentees can find you and send a Mentor request. People who see your name in searches will be able to access your profile information by clicking on your name or profile picture thumbnail.
- *Bimbing* may provide information in your profile without identifying you as an individual to third parties. We may do this for purposes such as personalizing advertisements and promotions.



- Though we may use an intermediary to conduct user surveys, they may not use users' personally identifiable information for any secondary purposes.
2. To promote volunteer and mentoring opportunities
 - In order to promote and notify prospective users of the volunteer opportunities available on the Website, as well as mentoring opportunities, some features of your profile may be exported to any relevant Third Party Sites. Such features that may be exported to and displayed on such Third Party Sites include but are not limited to your name, picture and industry.
 3. With your consent
 - Additional information gathered by surveys or other means is not shared with third parties unless we give prior notice and choice.
 - With your explicit permission, *Bimbing* may use your details, including name, likeness, and biographical information, in connection with highlighting successes of the *Bimbing* programs. You will be contacted before release of this information and may withdraw this permission at any time. You agree that any content you provide to us in connection with the foregoing is covered by the license to your content set forth in the Terms of Use.
 4. Impact reporting
 - *Bimbing* may provide reports containing aggregated, anonymous information to third party entities including but not limited to groups, companies or organizations that *Bimbing* may have a relationship with.
 5. Legal disclosures & compliance
 - We may be required to disclose user information pursuant to lawful requests, such as subpoenas or court orders, or in compliance with applicable laws. Additionally, we may share account or other information when we believe it is necessary to comply with law, to protect our interests or property, to prevent fraud or other illegal activity perpetrated through *Bimbing* or using the *Bimbing* name, or to prevent threats to the physical safety of any person or violation of the Terms of Use or Code of Conduct. This may include sharing information with other companies, lawyers, agents or government agencies.



3. How we store and secure information we collect

1. Information storage and security

- This Website takes technical and other precautions to protect our users' information. If you have questions about the security of the Website, please contact our support staff at admin@bimbing.com. Unless otherwise stated in this Privacy Policy, only employees and independent contractors operating on *Bimbing's* behalf who need the information to perform a specific job (for example, the website maintenance representative) are granted access to personally identifiable information. You agree to maintain the security of your password and identification.
- You post User Content (as defined in the *Bimbing* Terms of Use) on the Site at your own risk. Please be aware that no security measures are perfect or impenetrable. We cannot control the actions of other users. We are not responsible for unauthorized circumvention of any security measures contained on the Website. You understand and acknowledge that, even after removal, copies of User Content may remain viewable in cached and archived pages or if other users have copied or stored your User Content.

2. How long we keep information

- How long we keep information we collect about you depends on the type of information, as described in further detail below. After such time, we will either delete or anonymize your information or, if this is not possible (for example, because the information has been stored in backup archives), then we will securely store your information and isolate it from any further use until deletion is possible.

1. Account information

- We retain your account information for as long as your account is active and a reasonable period thereafter in case you decide to re-activate the Services. We also retain some of your information as necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements, to support business operations, and to continue to develop and improve our Services. Where we retain information for Service improvement and development, we take steps to eliminate information that directly identifies you, and we only use the information to uncover collective insights about the use of our Services, not to specifically analyze personal characteristics about you.

2. Information you share on *Bimbing*

- If your account is deactivated or disabled, some of your information and the content you have provided will remain in order for other users to make full use of the Services. For example, we continue to display messages you sent to the users that received them and continue to display content you provided.



3. How to access and control your information

1. Your choices

- You have the right to request a copy of your information, to object to our use of your information (including for marketing purposes), to request the deletion or restriction of your information, or to request your information in a structured, electronic format. Below, we describe the tools and processes for making these requests. You can exercise some of the choices by logging into the Services and using settings available within the Services or your account. Where the Services are administered for you by an administrator (see "Notice to End Users" below), you may need to contact your administrator to assist with your requests first. For all other requests, you may contact us as provided in the Contact Us section below to request assistance.
- Your request and choices may be limited in certain cases: for example, if fulfilling your request would reveal information about another person, or if you ask to delete information which we or your administrator are permitted by law or have compelling legitimate interests to keep. Where you have asked us to share data with third parties, for example, by installing third-party apps, you will need to contact those third-party service providers directly to have your information deleted or otherwise restricted. If you have unresolved concerns, you may have the right to complain to a data protection authority in the country where you live, where you work or where you feel your rights were infringed.

2. Access and update your information

- Our Services and related documentation give you the ability to access and update certain information about you from within the Service. You can update your profile information within your profile settings and modify content that contains information about you using the editing tools associated with that content.

3. Deactivate your account

- To deactivate your account on the Website, send an email to admin@bimbing.com with "Deactivate" in the subject line.

4. Delete your information

- Our Services and related documentation give you the ability to delete certain information about you from within the Service. For example you can remove certain profile information within your profile settings. Please note, however, that we may need to retain certain information for record keeping purposes, to complete transactions or to comply with our legal obligations.



5. **Request that we stop using your information**

- In some cases, you may ask us to stop accessing, storing, using and otherwise processing your information where you believe we don't have the appropriate rights to do so. For example, if you believe a Services account was created for you without your permission or you are no longer an active user, you can request that we delete your account as provided in this policy. Where you gave us consent to use your information for a limited purpose, you can contact us to withdraw that consent, but this will not affect any processing that has already taken place at the time. You can also opt-out of our use of your information for marketing purposes by contacting us, as provided below. When you make such requests, we may need time to investigate and facilitate your request. If there is delay or dispute as to whether we have the right to continue using your information, we will restrict any further use of your information until the request is honored or the dispute is resolved, provided your administrator does not object (where applicable).

6. **Opt out of communications**

- Users will occasionally receive information on *Bimbing* services, messages regarding participation in *Bimbing*, and newsletters. Users cannot opt out of certain communications that are necessary for them to receive in order to participate in *Bimbing*. Users who have deactivated their accounts can opt-out of these mailings.
- By registering or otherwise agreeing, users agree to receiving communications from *Bimbing*. Users may 'opt-out' of receiving further marketing communications by replying to admin@bimbing.com with "Unsubscribe" in the subject line. There may be up to a seven-day delay in manually processed requests.

7. **Opt out of cookies and related technologies**

- To opt-out of our use of cookies, you can instruct your browser, by changing its options, to stop accepting cookies or to prompt you before accepting a cookie from websites you visit. If you do not accept cookies, however, you may not be able to use all aspects of our services. *Bimbing* and our third party partners also collect information using web beacons (also known as "tracking pixels").
- You will not be able to opt-out of any cookies or other technologies that are “strictly necessary” for the services.

4. **How we transfer information we collect internationally**

1. **International transfers of information we collect**

- By using *Bimbing*, you are consenting to have your personal data transferred to and processed in Indonesia. We transfer, process and store your information outside of your country of residence, to wherever we or our third-party service providers operate for the



purpose of providing you the services. Whenever we transfer your information, we take steps to protect it.

2. **International transfers to third parties**

- Some of the third parties described in this privacy policy, which provide services to us under contract, are based in other countries that may not have equivalent privacy and data protection laws to the country in which you reside. When we share information to third parties, we make use of standard contractual data protection clauses, binding corporate rules for transfers to data processors, or other appropriate legal mechanisms to safeguard the transfer.

5. **Other important privacy information**

1. **Notice to end users**

- Where the Services are made available to you through an organization (e.g. your employer), that organization is the administrator of the Services and is responsible for the accounts and/or sites over which it has control. If this is the case, please direct your data privacy questions to your administrator, as your use of the Services is subject to that organization's policies. We are not responsible for the privacy or security practices of an administrator's organization, which may be different than this policy.
- Administrators are able to:
 - require you to reset your account password;
 - restrict, suspend or terminate your access to the Services;
 - access information in and about your account;
 - access or retain information stored as part of your account.
- In some cases, administrators can also:
 - restrict, suspend or terminate your account access;
 - change the email address associated with your account;
 - change your information, including profile information;
 - restrict your ability to edit, restrict, modify or delete information
- Even if the Services are not currently administered to you by an organization, if you use an email address provided by an organization (such as your work email address) to access the Services, then the owner of the domain associated with your email address (e.g. your employer) may assert administrative control over your account and use of the Services at a later date.
- If you do not want an administrator to be able to assert control over your account or use of the Services, use your personal email address to register for or access the Services. If an administrator has not already asserted control over your account or access to the Services, you can update the email address associated with your account through your account settings in your profile. Once an administrator asserts control over your account



or use of the Services, you will no longer be able to change the email address associated with your account without administrator approval.

- Please contact your organization or refer to your administrator's organizational policies for more information.

8. **Your privacy and confidentiality obligations**

- In accordance with *Bimbing's* Code of Conduct and Terms of Use, you have obligations to the *Bimbing* community regarding collecting and sharing information that is available on the site or with you directly through a mentoring relationship. Users in violation of these terms may have their profiles deactivated and/or be reported to relevant authorities.

9. **Links to third party sites**

- This Website contains links to other sites. Please be aware that *Bimbing* is not responsible for the privacy or other practices of such other sites. We encourage our users to be aware when they leave our Website and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this Website.

10. **Our policy towards children**

- The services are not directed to individuals under 16. We do not knowingly collect personal information from children under 16. If we become aware that a child under 16 has provided us with personal information, we will take steps to delete such information. If you become aware that a child has provided us with personal information, please contact admin@bimbing.com.

11. **Changes to our Privacy Policy**

- If we decide to change our Privacy Policy, we will post those changes to this Privacy Policy, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Changes we deem to be material will be communicated via an email alert to the email address you provided when registering your account.
- If, however, we are going to use users' personally identifiable information (i.e. name) in a manner different from that stated at the time of collection, we will notify users via email. Users will have a choice as to whether or not we use their personal information in this different manner. However, if users have opted out of all communications, or deleted/deactivated their account, then they will not be contacted, nor will their personal information be used in this new manner.



12. **Contact us**

- Our contact information is as follows:

Email: admin@bimbing.com



Code of conduct

Bimbing is a platform which mission is to improve lives through connecting like-minded people to achieve their best potential. Through *Bimbing*, Mentees can connect with accomplished Mentors and get advice on finding their passion and making it a reality.

There are numerous ethical issues surrounding a business mentoring relationship. Business ethics has many dimensions, particularly in the realm of cyberspace. As part of the *Bimbing* community, we ask that you agree to a basic set of guidelines and principles that are outlined below. Though not exhaustive, we hope these guidelines will assist you in establishing an honest, trusting and rewarding relationship. We ask you to use these guidelines as the basis for the relationship you are about to develop.

By accessing or using the *Bimbing* website, located at www.bimbing.com, or any successor websites, including any and all international and mobile versions thereof (collectively, the "Website"), and thereby becoming a part of the *Bimbing* community, you are agreeing to abide by this Code of Conduct and the other terms set forth in our Terms of Use and Privacy Policy. Failure to adhere to this Code of Conduct and the Terms of Use may result, among other things, in termination of your account and the deletion of content that you have posted on *Bimbing*, with or without notice, as determined by *Bimbing* in its sole discretion.

We reserve the right, at our sole discretion, to change, modify, add, or delete portions of this Code of Conduct at any time without further notice. If we do this, we will post the changes to this Code of Conduct on this page and will indicate at the top of this page the date these terms were last revised. Your continued use of the Website after any such change constitutes your acceptance of the new Code of Conduct. If you do not agree to this or any future Code of Conduct, you may not use or access (or continue to use or access) the Website. It is your responsibility to regularly check the Website to determine if there have been changes to this Code of Conduct and to review such changes.

Mentors and Mentees

As a participant in the *Bimbing* community, I agree to:

- Treat others within the *Bimbing* community with respect
- Put an honest effort and commit sufficient time towards each mentoring relationship established
- Not promote goods or services from sources in which I have a financial or personal interest
- Not accept fees or commissions
- Represent oneself honestly (no fake identities or aliases)
- Recognize the diversity of the *Bimbing* community and respect the variety of cultural norms, beliefs, practices, and values it contains