

Privacy Policy for ESPL Attendance Application

Effective Date: 06/12/2024

Eduplex Solutions Private Limited (ESPL) is committed to protecting the privacy of its users. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you use the ESPL Attendance Application.

1. Information We Collect

- **Selfie Data:** The application collects your selfie as part of the attendance marking process. This is required to verify your identity and ensure accurate attendance tracking.
- **Device Information:** We may collect information about your device, such as its model, operating system, and unique device identifiers.
- **Location Data (Geo-fencing):** The application uses geo-fencing to ensure that attendance can only be marked within assigned locations. We collect your precise location to validate whether you are within the designated area when marking your attendance.

2. How We Use Your Information

- To record and verify employee attendance.
- To enhance the security of the attendance system.
- To generate reports for HR and management purposes and payments.

3. Data Sharing and Disclosure We do not sell, trade, or rent your personal information to third parties. Your data may be shared with:

- **Internal Teams:** HR and authorized personnel for attendance tracking and management.

4. Data Security We employ appropriate technical and organizational measures to safeguard the information we collect, including

encryption and secure storage methods. However, no system is entirely secure.

5. Data Retention Selfies and associated attendance data are retained for the duration of your employment or as required by law. Upon termination of employment, your data will be retained for a period as per our data retention policy and then securely deleted.

6. Your Rights You have the right to:

- Access the personal data we hold about you.
- Request corrections to inaccurate or incomplete HR data.
- Request deletion of your HR data under certain conditions.

To exercise any of these rights, please contact us at hr@eduplex.in.

7. Changes to This Policy We reserve the right to update this Privacy Policy at any time. Any changes will be communicated through the app and our website.

8. Contact Us If you have any questions about this Privacy Policy, please contact us at:

- **Email:** hr@eduplex.in
- **Phone:** +91-8337056594
- **Address:** 1/298, Baishnabghata Patuli Township, Block-S, Kolkata, West Bengal 700094, INDIA

By using the ESPL Attendance Application, you consent to the collection and use of your information as outlined in this policy.