



OrangeHRM Privacy Policy

(Revision November 2023)

This Privacy Policy outlines OrangeHRM's privacy practices for visitors to the OrangeHRM Website ("Visitor", "You") and persons who register to use OrangeHRM services. This privacy statement relates to data provided on or via the OrangeHRM website located at www.orangehrm.com (the "Service"). This Privacy Policy does not apply to any information or data collected by the OrangeHRM Cloud-Based Enterprise application. For such information, please refer to the OrangeHRM Service Privacy Policy.

Who We Are

When we use the terms "OrangeHRM", or "us" or "we" in this policy, we are referring to OrangeHRM Inc.

Data Protection Officer

Our Data Protection Officer oversees how we collect, use, distribute and secure your information to ensure your rights are respected. Our Data Protection Officer can be contacted at dpo@orangehrm.com

What Information Do We Collect?

When a visitor registers on the OrangeHRM website, information is requested such as their name, company name, country, contact telephone number and business email address. When a visitor contacts us and/or requests information about OrangeHRM, we will gather the visitor's email address and other contact information in order to respond to the visitor's request. Some information provided to us may individually identify a visitor, either alone or in combination with other information such as Internet protocol address, Internet service provider, operating system, the site from which you arrived, and the time and date of your visit, and that information may be referred to as "Personal Information" in this Privacy Policy.

We also collect information through the use of a technology called "cookies." A cookie is a small file that a website can send to your browser, which your browser then saves on your device. The Service orangehrm.com uses cookie technology solely for internal purposes.

How do we use your information?

OrangeHRM uses information provided by you, including Personal Information, to provide the Services and for business purposes. This includes processing and fulfilling quote requests, customization requests, Newsletters, Sales follow-ups and Help Desk assistance on services such as OrangeHRM trials and Demos

If you apply for a job with us, the information you provide will be collected, processed and stored for recruitment purposes. Some of your information may be retained for a reasonable period of time in order to evaluate you for future positions.

Unless otherwise stated in this Privacy Policy, OrangeHRM will not disclose or otherwise make your Personal Information available to any third parties. We will not sell, rent, or share your Personal Information with any third-parties without your permission. Furthermore, OrangeHRM does not, under any circumstances, sell your information to a third party.

How do we protect your information?

We have a comprehensive, written information security program that includes industry standard, administrative, technical, and physical safeguards to protect your data from unauthorized access. Our infrastructure service provider is Amazon Web Services, Inc. They maintain various certifications that help us validate our security policies and processes as well as comply with applicable legislation such as GDPR and international standards. The following compliance frameworks have been examined and validated by Amazon Web Services, Inc:

- **ISO 27001** - AWS ISO/IEC 27001:2013 is a rigorous security program, which includes the development and implementation of an Information Security Management System (ISMS) outlining how AWS consistently oversees security comprehensively and holistically.
- **SSAE 18 and ISAE 3402** - AWS offers a SOC 1 Type 2 report, which aligns with SSAE 18 and ISAE 3402 standards. This report is valuable for various audit requirements, both within the United States and internationally. It confirms that AWS has appropriately designed control objectives and that the specific measures in place to protect customer data are functioning effectively.
- **PCI DSS** - AWS has obtained validation through AWS Security Assurance Services LLC, a team of Qualified Security Assessors (QSAs) certified to provide guidance and assessments for PCI DSS compliance. Amazon Web Services (AWS) is certified as a PCI DSS Level 1 Service Provider.

Your personal information rights

Should you wish to have your Personal Information corrected, updated, amended or removed, you can simply request this by contacting us at info@orangehrm.com. You may deactivate our Services by contacting us via email if you no longer wish to use them. You may withdraw your consent to our processing of your Personal Information at any time by contacting via the contact information listed on the www.orangehrm.com website, but this may result in us being unable to provide you with the Service. We will respond to your requests for changes to Personal

Information or Service changes as promptly as possible but no later than 30 days after receiving your call or request.

How long we retain your information

We retain your information for as long as you have a valid registration. We will keep and use your information as required in order to comply with our legal obligations, resolve disputes, and enforce our agreement. If you contact us at info@orangehrm.com and request that we delete your information, we will do so within 30 days. Upon purging, such information will be completely removed from OrangeHRM backups after 1 week.

Meeting our legal and regulatory obligations

OrangeHRM may, where it concludes that it is legally obligated to do so, disclose personal data to law enforcement or other government authorities. OrangeHRM will notify customers of such requests unless prohibited by law.

Consent

Prior to using sensitive personal information about you for any service improvements, we will first request your consent. Before you give your consent, we tell you what information we collect and how we use it. You have the right to withdraw your consent at any time by contacting us.

Cookies

Strictly Necessary Cookies

These cookies are necessary for the website to function and cannot be disabled in our systems. They are typically only set when you perform activities that amount to a request for services, such as setting your privacy preferences, logging in or filling out forms. You can set your browser to block or notify you when these cookies are set, but certain parts of the site will not function as a result. These cookies do not store any information that can be used to identify you. Cookies used are:

- OptanonConsent
- OptanonAlertBoxClosed
- PHPSESSID

Performance Cookies

These cookies enable us to track visits and traffic sources so that we can measure and improve our site's performance. They assist us in understanding which pages are the most and least popular as well as observing how visitors navigate the site. All information collected by these cookies is aggregated and therefore anonymous. If you do not allow these cookies we will not know when you have visited our site or track how well it is performing . Cookies used are:

- `_gid`
- `_ga`
- `urllanding`

Functional Cookies

These cookies enable the website to provide enhanced functionality and customization .

They may be set by us or by third-party providers whose services we have integrated into our pages. If you do not allow these cookies then some or all of these services may not function properly. Cookies used are:

- `FluentLocale`
- `SIDCC`
- `OTZ`
- `SEARCH_SAMESITE`
- `NID`

Targeting Cookies

Our advertising partners may set these cookies through our site.. These companies may use them to build a profile of your interests and show you relevant adverts on other websites. They do not store any personally identifiable information; nevertheless, if you disable these cookies, you will receive less tailored advertising. Categories

google.com

- `__Secure-1PAPISID`
- `__Secure-1PSID`

- __Secure-3PAPISID
- __Secure-3PSID
- __Secure-3PSIDCC
- _gcl_au
- 1P_JAR
- SAPISID
- S
- APISID
- SSID
- NID
- SAPISID
- APISID
- HSID
- SID

Making a Complaint

If you have a complaint about the use of your personal information, OrangeHRM privacy policy or OrangeHRM security, please contact our DPO at dpo@orangehrm.com.

Right to fair treatment

OrangeHRM will not discriminate against you for exercising your privacy rights. Regardless of your privacy preferences, OrangeHRM will provide the product and services you require.

Updates to this notice

We may update this privacy statement to reflect changes in our information practices. If we make any material changes, we will notify you by means of a notice on this site prior to the change taking effect. We encourage you to periodically review this page for the latest information on our privacy standards.