

OrangeHRM Service Privacy Policy

This Service Privacy Policy covers the privacy practices OrangeHRM employs when OrangeHRM customers (“Customers”) use our Cloud-Based Enterprise Applications (the “Service”). This Privacy Policy does not cover any information or data collected by OrangeHRM for other purposes, such as information collected for marketing purposes. **Please see OrangeHRM Privacy Policy**

Personal Information OrangeHRM Processes

In the normal course of using the OrangeHRM Service, Customers will input electronic data into the OrangeHRM systems (“Customer Data”). OrangeHRM may access Customer Data for the purposes of providing the Service, preventing or addressing service or technical problems, responding to support issues, responding to Customer’s instructions or as may be required by law, in accordance with the relevant agreement between Customer and OrangeHRM.

OrangeHRM processes Customer Data under the direction of its Customers, and has no direct control or ownership of the personal data it processes. Customers are responsible for complying with any regulations or laws that require providing notice, disclosure and/or obtaining consent prior to transferring the data to OrangeHRM for processing purposes.

An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data, should direct his or her query to the OrangeHRM Customer (the data controller). If the Customer requests OrangeHRM to remove the personal data to comply with data protection regulations, OrangeHRM will respond to their request within 30 business days.

OrangeHRM will refer any request for disclosure of personal data by a law enforcement authority to the Customer. 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 Customer of such request unless prohibited by law.

Accessing the Service

Customers and their authorized users may access the Service directly through a URL unique to their individual tenant, or may elect to use internal launch pages for single sign on or other purposes. Customers input information for processing and storage as they use the Service. Customers may also configure the Service to allow end users to input information directly into the Service

Data Retention

OrangeHRM retains Customer Data according to the timeframes set forth in the relevant agreement with its Customers.

Security

The security of Customer Data, including personal data, is very important to OrangeHRM. OrangeHRM maintains a comprehensive, written information security program that contains industry standard, administrative, technical, and physical safeguards designed to prevent unauthorized access to Customer Data. OrangeHRM designs its applications to allow Customers to achieve differentiated configurations, enforce user access controls, and manage data categories that may be populated and/or made accessible on a country-by-country basis. Configuring these settings appropriately is the Customer's responsibility. Additional information about the security settings and configurations can be found in the OrangeHRM Documentation made available to Customers.

Notification of Privacy Policy Changes

OrangeHRM may update this privacy statement to reflect changes to its information practices. If OrangeHRM makes any material changes, OrangeHRM will notify by means of a notice on this site prior to the change becoming effective. OrangeHRM encourages you to periodically review this page for the latest information on our privacy practices.

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