

Privacy Policy — Intel Link

Welcome to Intel Link. This Privacy Policy explains how we collect, use, store, and protect your information when you use our HR management mobile application (the “App”). By using Intel Link, you agree to the practices described in this Privacy Policy.

1. Information We Collect

We collect information necessary for HR and employee management functionalities, including:

1.1 Personal Information

- Full name
- Email address
- Phone number (if provided)
- Employee ID
- Job title and department

1.2 Employment & HR Data

- Attendance logs (check-in/check-out times)
- Leave requests and balances
- Payroll details (salary, deductions, allowances)
- Work schedules
- Approvals and workflow actions

1.3 Device Information

- Device type
- Operating system version
- IP address
- App version

- Performance and crash logs

1.4 Location Data (If Enabled)

If your company requires location-based attendance:

- Approximate or precise location during check-in/check-out
- Location is only collected during attendance events (not continuously)

2. How We Use Your Information

We use collected data to:

- Authenticate and manage user accounts
- Track attendance and generate reports
- Process payroll calculations
- Handle leave requests and approvals
- Improve app performance and user experience
- Provide customer support
- Ensure compliance with HR policies

3. Data Sharing and Disclosure

We do not sell or share your personal information for marketing. Data may be shared with:

- Your organization's HR and management team
- Approved service providers (hosting, analytics)
- Legal authorities if required

4. Data Storage & Security

We protect your data using:

- Encrypted data transfer (HTTPS/SSL)
- Secured cloud hosting

- Restricted database access
- Regular audits

5. Account Management

User accounts are issued by employers. Users may:

- Update profile info (if permitted)
- Request corrections
- Request deactivation via HR

6. Permissions Used by the App

Intel Link may request:

- Location (attendance tracking)
- Camera (profile/document upload)
- Internet (sync HR data)
- Storage (attachments)

7. Children's Privacy

This app is for employees only. We do not collect data from children under 13.

8. Third-Party Services

Some tools like hosting or crash reporting may be used but only access minimal necessary data.

9. Changes to This Policy

We may update this Privacy Policy. Updates will appear inside the app or website.

10. Contact Us

Email: samehmaher.business@gmail.com

Company: Intel Link Team

