

Privacy Policy

Pro Track

Last updated: June 2026

Introduction

Pro Track is an employee workforce management app provided by your organization. This Privacy Policy explains what information we collect, how we use it, how we protect it, and the choices available to you.

By using Pro Track, you agree to the collection and use of information in accordance with this policy.

Information We Collect

Account Information

We collect account details such as your name, employee ID, work email, department, and job title to identify you and provide access to the app.

Work Activity Data

We collect work-related information including:

Attendance check-ins and check-outs

Leave requests

Permission requests

Overtime submissions

Time tracking entries

Task assignments and workspace activity

Location Data

We collect your precise location only when you tap Check In or Check Out for attendance verification. We do not track your location in the background.

Photos

We collect photos only if you choose to update your profile picture using your camera or photo library.

Device Information

We collect device and usage information such as app version, operating system, and push notification tokens needed to deliver work-related alerts.

How We Use Your Information

We use your information to:

Authenticate your account and provide access to the app

Enable attendance tracking, leave management, and payslip access

Support team collaboration through workspaces, projects, and tasks

Send notifications about request approvals, schedule changes, and other work-related updates
Help your organization maintain accurate workforce records and meet internal HR requirements
Improve app reliability, security, and performance

Data Sharing

Your data is shared only with:

Your employer

Authorized administrators who manage Pro Track for your organization

Service providers that help us operate the app (such as push notification services), only as needed to provide the service

We do not sell your personal information to third parties.

Data Security

We use industry-standard safeguards to protect your information, including:

Encrypted connections (HTTPS)

Secure credential storage

Access controls to protect your account and work data

Data Retention

Your information is retained as long as your account is active and as required by your employer's policies and applicable law.

Your Rights

You may request access to, correction of, or deletion of your personal information by contacting your HR team or your organization's Pro Track administrator.

Your organization is responsible for handling such requests in line with applicable law.

Children's Privacy

Pro Track is intended for employees and is not directed at children under 13. We do not knowingly collect personal information from children.

Changes to This Policy

We may update this Privacy Policy from time to time. We will post the updated policy on this page and update the "Last updated" date.

Contact Us

If you have questions about this Privacy Policy, contact us:

Email: boodagency@gmail.com

Phone: +20 10 09996655

Company: Bood Agency