

Privacy Policy

This Privacy Policy outlines how our mobile application ("i-Resi") collects, uses, and protects personal information.

1. Information We Collect

The App may collect the following information:

- Visitor details (e.g. name, contact number, reason for visit)
- User-submitted photos for attendance and incident reporting
- Clock-in/out timestamps for attendance records
- Optional data for workspace access control (e.g. pickup/drop logs)

2. Purpose of Data Collection

The collected data is used to:

- Maintain accurate visitor and staff records
- Support workplace safety and access management
- Provide timestamped attendance and incident tracking
- Improve operational security and reporting

3. Data Storage and Security

All data submitted via the App is securely stored on our servers or the authorized organization's system. We implement strict access controls and encryption to prevent unauthorized access.

We do **not** share your data with third parties unless required by law or explicitly authorized by the organization you belong to.

4. User Consent

By using the App, you consent to the collection and use of your information as described in this policy. Users may stop using the app at any time if they do not agree with the policy.

5. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be reflected within the App or communicated as necessary.

6. Contact

If you have any questions or concerns about this Privacy Policy, please contact us at: Innovation Solutions Pte Ltd

7. Location Information

Our application collects your device's location only when you use the attendance feature to clock in or clock out.

The location data is used to:

- Verify that you are physically present at your assigned work site or premises.
- Prevent fraudulent or unauthorized attendance records.
- Maintain accurate attendance records for operational and administrative purposes.

Location information is collected only while the app is in use during the attendance process. The application does not continuously track your location or collect location data in the background. Location data is securely transmitted to our servers and is accessible only to authorized personnel for attendance verification and record management. We do not sell, rent, or share your location information with third parties except where required by law or to provide the attendance service. You may disable location permissions through your device settings at any time. However, doing so may prevent you from using the attendance clock-in and clock-out features.