Privacy Policy for Iffra-HRM

Iffra-HRM is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you use our mobile application. By using the Iffra-HRM app, you agree to the terms described in this policy.

1. Information We Collect

To provide and improve our services, Iffra-HRM may collect the following information:

- **Location Information**: We require access to your device's location to record accurate employee attendance and verify check-in/check-out locations.
- **Notifications**: We use notifications to alert employees about attendance, leave approvals, and other HR-related updates.
- **Background Services**: We may use background services to ensure that location tracking and attendance features function properly, even when the app is not actively in use.
- **Device Information**: This may include device model, operating system, and unique device identifiers for performance and troubleshooting purposes.
- **User-Provided Data**: Such as employee name, ID, contact details, and leave requests.

2. How We Use the Information

The information collected is used for:

- Managing employee attendance and location-based check-ins/check-outs.- Processing leave requests and approvals.
- Recording and managing employee increments and HR records.
- Sending important notifications regarding HR events.
- Improving app performance, security, and user experience.

3. Sharing of Information

We do not sell or rent your personal information to third parties. Information may be shared only in the following cases:

- With your employer or authorized HR personnel for the purpose of employee management.
- With service providers who assist us in operating the app and providing services.
- When required by law, regulation, or legal process.

4. Data Security

We implement appropriate security measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

5. Permissions Used

Iffra-HRM requires the following permissions for full functionality:

- **Location**: To record attendance and verify employee presence.
- **Notifications**: To send alerts and reminders.
- **Background Services**: To enable continuous location tracking for attendance.

You may manage these permissions in your device settings; however, disabling certain permissions may affect the app's functionality.

6. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted within the app, and the updated policy will be effective immediately upon posting.

7. Contact Us

If you have any questions about this Privacy Policy or our practices, please contact us at:

Email: info@iffra.com