# Privacy Policy for YUNA

**Effective Date:** June/04/2026

This Privacy Policy explains how **YUNA** collects, uses, stores, and protects user information when using the YUNA mobile application.

YUNA is developed and managed by **Hyper-Access Solutions.inc**. By using the YUNA mobile app, you agree to the practices described in this Privacy Policy.

## 1. Information We Collect

The YUNA app may collect or process the following information:

- Account login information, such as username, user ID, or account credentials
- User profile or employee/account details provided by the system
- Business transaction data accessed through the app
- Reports, documents, PDF files, images, or files selected, viewed, generated, downloaded, or shared through the app
- Device and app information needed for security, troubleshooting, and app performance
- App usage information, such as login activity, errors, and system access logs

YUNA may request access to device storage, files, camera, or photos only when needed for app features such as viewing, selecting, uploading, downloading, or sharing files and documents.

## 2. How We Use Information

We use the collected information to:

- Allow authorized users to log in and access the system
- Display business records, reports, and transactions
- Generate, view, download, or share reports and PDF files
- Maintain app security and prevent unauthorized access
- Improve app performance and fix errors
- Provide technical support and troubleshooting

## 3. Data Sharing

We do not sell personal information.

Information may be shared only when necessary with:

- The company or organization that owns or manages the YUNA system
- Authorized administrators or support personnel

- Service providers used to operate, host, maintain, or secure the system
- Government or legal authorities, if required by law

# 4. Data Storage and Security

We use reasonable technical and organizational measures to protect user data from unauthorized access, loss, misuse, or disclosure.

Sensitive login and account information may be stored securely on the device or transmitted securely to the system server when required for app functionality.

However, no system or method of electronic transmission is completely secure. Users should keep their account credentials confidential and avoid sharing access with unauthorized persons.

# 5. Data Retention

We retain user information only for as long as necessary to provide the app's services, support business operations, comply with legal requirements, resolve disputes, and maintain system records.

Business records and transaction data may be retained according to the company's internal policies and applicable laws.

# 6. Data Deletion Requests

Users may request the deletion or correction of their personal information by contacting us at:

**Email:** hyperaccess.inc@gmail.com

Requests will be reviewed and processed according to applicable laws, company policies, and system requirements. Some business or transaction records may need to be retained for legal, accounting, security, or audit purposes.

# 7. Children's Privacy

YUNA is not intended for children. The app is intended for authorized users of the company or organization using the YUNA system.

We do not knowingly collect personal information from children.

# 8. Third-Party Services

The YUNA app may use third-party tools, libraries, or services to support app functionality, security, analytics, file handling, or system performance.

These third-party services may process limited technical information needed to provide their services.

# 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.

Users are encouraged to review this Privacy Policy periodically.

# 10. Contact Us

For questions, concerns, or privacy-related requests, please contact us:

**Developer/Company:** Hyper-Access Solutions.inc

**Email:** hyperaccess.inc@gmail.com

**Address: SJRDC Bldg, Insular Village Commercial Complex, Brgy. Vicente Hizon, Davao City, 8000 Davao Del Sur**