

Privacy Policy

Effective Date: 2024

Introduction

This Privacy Policy outlines how Sunrise Mart, Japan Village, and their affiliated establishments ("we," "us," or "our") collect, use, store, and protect the personal information of employees ("you" or "users") using the employee portal ("Portal"). By accessing or using the Portal, you agree to the terms of this Privacy Policy.

Information We Collect

We may collect the following types of information:

1. **Personal Information:**
 - Name, employee ID, contact details (e.g., email, phone number).
 - Job-related information (e.g., position, department, employment status).
 - Payroll and tax details (e.g., bank account information, tax forms).
 - Emergency contact information.
2. **Usage Data:**
 - Login details (e.g., username, password, IP address).
 - Activity on the Portal (e.g., page views, actions taken).
3. **Other Information:**
 - Any information you voluntarily provide through forms or surveys.

How We Use Your Information

We use the collected information for the following purposes:

- To manage and administer employee records.
- To process payroll and benefits.
- To facilitate internal communication and scheduling.
- To improve and maintain the Portal's functionality and security.
- To comply with legal and regulatory requirements.

Data Sharing and Disclosure

We do not sell or share your personal information with third parties for marketing purposes. However, we may share your data with:

- Authorized internal personnel (e.g., HR, payroll, managers).
- Third-party service providers (e.g., payroll processors, IT support) under strict confidentiality agreements.
- Government agencies or legal authorities, as required by law.

Data Security

We implement industry-standard security measures to protect your information from unauthorized access, alteration, or destruction. These measures include encryption, firewalls, and regular security audits. However, no online platform is 100% secure, and we cannot guarantee absolute security.

Your Rights

You have the right to:

- Access and update your personal information.
- Request the deletion of your information (subject to legal and operational limitations).
- Opt-out of non-essential data collection.

To exercise these rights, contact us at HR@japanvillage.com.

Changes to This Privacy Policy

We may update this Privacy Policy periodically. Any changes will be communicated through the Portal and become effective immediately upon posting.

Terms of Service

Effective Date: 2024

Introduction

These Terms of Service ("Terms") govern your use of the employee portal ("Portal") operated by Sunrise Mart, Japan Village, and their affiliated establishments ("we," "us," or "our"). By accessing or using the Portal, you agree to comply with these Terms.

Eligibility

The Portal is exclusively for current employees of Sunrise Mart, Japan Village, and their affiliated establishments. Unauthorized access is strictly prohibited.

User Responsibilities

By using the Portal, you agree to:

- Keep your login credentials confidential and secure.
- Use the Portal only for work-related purposes.
- Ensure the accuracy of any information you submit.
- Refrain from uploading, sharing, or accessing any content that is illegal, inappropriate, or unrelated to your employment.

Prohibited Activities

You may not:

- Attempt to bypass or interfere with security features.
- Access or use another employee's account without permission.
- Use the Portal for unauthorized or non-work-related purposes.

Intellectual Property

All content and materials available on the Portal, including text, graphics, logos, and software, are the property of Sunrise Mart and Japan Village or their licensors. You may not reproduce, distribute, or modify any content without prior written consent.

Termination of Access

We reserve the right to suspend or terminate your access to the Portal at our discretion, including but not limited to violations of these Terms or termination of employment.

Disclaimer of Warranties

The Portal is provided "as is" and "as available." We do not guarantee uninterrupted access or that the Portal will be free from errors or security vulnerabilities.

Limitation of Liability

To the extent permitted by law, we are not liable for any direct, indirect, or consequential damages arising from your use of the Portal, including data loss or unauthorized access.

Changes to These Terms

We reserve the right to modify these Terms at any time. Changes will be communicated through the Portal and become effective immediately upon posting.

Contact Information

For questions or concerns about these Terms or the Portal, contact us at HR@japanvillage.com.