



OrangeHRM Privacy Policy

(Revision April 2018)

This Privacy Policy covers the privacy practices OrangeHRM employs when OrangeHRM Website visitors (“Visitor”, “You”) visit and individuals who register to use OrangeHRM services. This privacy policy applies to data provided on or through OrangeHRM website located at www.orangehrm.com, (the “Service”). This Privacy Policy does not cover any information or data collected by OrangeHRM Cloud-Based Enterprise application, For such information Please refer to the OrangeHRM Service Privacy Policy.

Who We are

When we talk about “OrangeHRM”, or “us” or “we” in this policy, we are talking about OrangeHRM Inc.

Data Protection Officer

Our Data Protection Officer oversees how we collect, use, share and protect your information to ensure your rights are fulfilled. You can contact our Data Protection Officer at dpo@orangehrm.com

What Information Do We Collect?

When a User registers with OrangeHRM, information is needed such as the Visitor’s name, company name, contact telephone number and business email address. When a Visitor contacts us and/or requests information about OrangeHRM, we will collect the Visitor’s email address and other contact information so that we may fulfill the Visitor’s request. Some information provided to us may, either alone or when connected with other information such as Internet protocol address, Internet service provider, operating system, the site from which you arrived, and the time and date of your visit, may individually identify a Visitor, and that information may be referred to in this Privacy Policy as “Personal Information.”

We also collect information through the use of a technology called "cookies." A cookie is a small file that a website can send to your browser, which is then stored on your system by your browser. The use of cookie technology on the Service orangehrm.com is solely for internal purposes.

How do we use your information?

OrangeHRM uses information, including Personal Information, provided by you to provide the Services and for business purposes, It includes processing and fulfilling quote requests,

customization requests, Newsletters, Sales follow-ups and Helpdesk assistance on services such as OrangeHRM trials and Demo's

If you apply for a job with us, we will collect, process and store the information you provide to us for recruitment purposes. We may also retain some of your information for a reasonable period of time for purposes of considering you for future positions.

OrangeHRM will not share your Personal Information, or otherwise, make your Personal Information available to any other parties except as provided in this Privacy Policy. We will not sell, rent, or exchange your Personal Information with any third-parties without permission from you.

How do we protect your information?

We maintain a comprehensive, written information security program that contains industry standard, administrative, technical, and physical safeguards designed to prevent unauthorized access to your Data.

Our infrastructure service provider is Rackspace Inc, They maintain various certifications to assist us in verifying the security policies, processes and facilitate applicable laws such as GDPR and international standards. Rackspace has been assessed and hold validation for the following compliance frameworks.

- **ISO 27001** - Rackspace ISO 27001 certified Information Security Management System (ISMS) is an iterative management system that helps ensure security policies and processes are effective in mitigating identified risks. ISMS at Rackspace certifies the management of information security in the operations of their data center facilities.
- **SSAE 16 and ISAE 3402** (Previously SAS 70 Type II) - Rackspace type II to SOC report can be used to satisfy requirements under both the SSAE 16 and ISAE 3402 standards. This report contains a description of the controls in place and the auditors informed opinion of how effective the controls were during the audit period.
- **PCI DSS** - A qualified security assessor(QSA) validates Rackspace being a PCI DSS Level 1 service provider. It covers.
 - Physical security for data centers.

Your personal information rights

You may correct, update, amend, or remove Personal Information by requesting us to do so. You may contact us on info@orangehrm.com and request for the modification. If you no longer desire to use our Services, you may deactivate the Services by contacting us via email. You may withdraw your consent to our processing of your Personal Information at any time by contacting us using the contact information listed in the orangehrm.com website, but that will mean we can no longer provide the Service to you. We will respond to your requests regarding changes to

Personal Information or Service changes promptly, but in any event within 30 days of your call or receipt of your request.

How long we keep your information

We keep your information for as long as you have a valid registration. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreement. If you request us to purge your information via info@orangehrm.com, We will respond to you within 30 days and purge your information. Upon purging. Such information will be completely removed from OrangeHRM backups after 30 days.

Meeting our legal and regulatory obligations

OrangeHRM may, where it concludes that it is legally obligated to do so, disclose personal data to law enforcement or other government authorities. OrangeHRM will notify Customer of such request unless prohibited by law.

Consent

When we use sensitive personal information about you for any service enhancement, we ask for your consent. Before you give your consent, we tell you what information we collect and what we use it for. You can remove your consent at any time by contacting us.

Cookies

Strictly Necessary Cookies

These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the site will not then work. These cookies do not store any personally identifiable information. Cookies used

- OptanonConsent
- OptanonAlertBoxClosed
- PHPSESSID

Performance Cookies

These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated and therefore anonymous. If you do not allow these cookies we will not know when you have visited our site, and will not be able to monitor its performance. Cookies used

- __utmb
- __utma
- __utmz
- _gat
- _gid
- __utmc
- __utmt
- _ga
- __utmv

Functional Cookies

These cookies enable the website to provide enhanced functionality and personalisation. They may be set by us or by third party providers whose services we have added to our pages. If you do not allow these cookies then some or all of these services may not function properly.

Cookies used

- orangehrm
- __unam

Targeting Cookies

These cookies may be set through our site by our advertising partners. They may be used by those companies to build a profile of your interests and show you relevant adverts on other sites. They do not store directly personal information, If you do not allow these cookies, you will experience less targeted advertising. Categories

Pardot.com

- Cookies lpv210042
- visitor_id210042
- pardot
- visitor_id210042-hash facebook.com

- datr
- x-src
- fr
- lu
- locale youtube.com
- SID
- HSID
- demographics
- VISITOR_INFO1_LIVE
- PREF
- APISID
- SSID
- LOGIN_INFO
- YSC
- SAPISID

Making a Complaint

If you have a complaint about the use of your personal information, OrangeHRM privacy policy or OrangeHRM security, Please contact our DPO through dpo@orangehrm.com.

Updates to this notice

We may update this privacy statement to reflect changes to its information practices. If We make any material changes, We will notify by means of a notice on this site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.