

# MyWebTimeSheets Privacy Policy

Last Modified: June 1st, 2019

*MyWebTimeSheets* is committed to maintaining the privacy of individuals and protecting personal information in its custody or control in accordance with privacy legislation. We only collect and use Personal Data to provide you and your employer with the Employee Leave management, TimeSheet Management, HR Management, workforce scheduling platform and all associated services.

## Application

This Policy describes and summarizes the practices of PlanMyLeave and its affiliates with respect to our collection, use and/or disclosure of personal information related to all individuals other than employees and individual contractors of PlanMyLeave ; those individuals are subject to a separate policy.

## Who we are

**MyWebTimeSheets** is a product owned by **ProjectToolBelt LLC** a company registered in Wyoming, USA Email customer service: [support@MyWebTimeSheets.com](mailto:support@MyWebTimeSheets.com)

Data Protection Officer (DPO): MuthuPrakash Srinivasan fulfils this role and can be contacted as above. Please address any questions for attention of our DPO.

MyWebTimeSheets licenses software and provides software services, including Leave Management, TimeSheets, HR, Employee Scheduling. When you license Software from MyWebTimeSheets or use any of MyWebTimeSheets's Services, you expressly consent to MyWebTimeSheets's information handling practices described in this Privacy Policy. If you do not agree with these practices, please do not license Software and please do not use MyWebTimeSheets Services.

By visiting the website, using an associated service, or by using the App, and by ticking the "I agree" buttons when first registering or logging into the App and/or by accessing the "Subscription Centre", you are accepting and consenting to us collecting your personal data and using it in accordance with the practices described in this Policy.

This Privacy Policy is hereby incorporated into the various Software License Agreements ("SLA's") of Software and into the various Terms of Use and/or Service of Services. This Privacy Policy may change from time to time without further notice to

you. The date of the last modification to this policy is reflected in the “Last Modified” date above. Please revisit this page whenever you want to know the current policy.

If you are a licensee of Software or a user of a Service, and you are not located in a U.S. state, territory or possession, please be aware that MyWebTimeSheets is a U.S. company. Accordingly, by accepting this Privacy Policy, you expressly consent to transfer of your data to the U.S. from your location.

MyWebTimeSheets is a Controller of the personal information you provide as you fill out a form at our website to get information or a Software download, as you license our Software and as you set up an account to use our Services. MyWebTimeSheets is a Processor of data, information or content you provide to a Service on behalf of your users. MyWebTimeSheets is a Processor of data, information or content you upload to the MyWebTimeSheets Service. For information for which MyWebTimeSheets is a Processor, you are the Controller of any personal information and MyWebTimeSheets does not own, control, direct or use the information except as necessary to provide the features of the Service to you and to your Users.

MyWebTimeSheets does not want Software licensees nor Services users who are under the age of 16. If you are under the age of 16, please do not license MyWebTimeSheets Software nor use MyWebTimeSheets Services. If you are the parent or guardian of someone under the age of 16, and you become aware that they are an MyWebTimeSheets Software licensee or MyWebTimeSheets Services user, please let MyWebTimeSheets know at [privacy@MyWebTimeSheets.com](mailto:privacy@MyWebTimeSheets.com) so we may terminate the license or the Services Account.

If you want additional information about this Privacy Policy or about your personal information please contact **ProjectToolBelt LLC 412 N Main St Suite 100 Buffalo, Wyoming 82834** or at [\*\*privacy@MyWebTimeSheets.com\*\*](mailto:privacy@MyWebTimeSheets.com) .

## **Information that you provide to us about yourself**

MyWebTimeSheets collects the following Personal Data:

- data provided by you and / or your employer when you sign up for the App and use any of the associated services by filling in a field or forms in our App or Sites or any of our social media platforms, or by corresponding with us by phone, e-mail or otherwise;
- data provided through the use of the App, for example employee details, and/or work pattern information or uploaded documents (including photographs) or any other details entered into our App;

- data provided by you or your employer when subscribing to our emails, participating in discussion boards or other social media functions linked to or on our App or associated services, including responding to a survey from us;
- data provided when updating your subscription preferences via the Subscription Centre;
- data you or your employer give our Sales, Customer Success, or Customer Support teams when you or your employer report a problem, request our support services, request or complete a review, demo or other trial of our services, register to use our App;
- data transferred via any other software services integrated with the App;
- data automatically collected when using the Sites, such as cookies;
- data automatically collected when using the App and / or Sites, including:
  - the data we need access to on your device in order to deliver the App and associated services, such as device and app history, identity, contacts, location, Wi-Fi connection information, device ID and call information;
  - technical data, such as the make, model and operating system of your device, a device identifier, geolocation settings, time zones, and network information, your IP address, browser type, domain names, access times and referring web site addresses;
  - usage data, as collected via Analytical Services;
- data provided via other sources, for example Net Promoter Scores or customer feedback.

## **User-provided Information**

You may provide personal information as you enter into a relationship with MyWebTimeSheets to license Software, use Services or to create an MyWebTimeSheets account for licensed Software or for Services you use. You may provide personal information as you request information or request a Software download. This information may include your name, your mailing address, your email address, your phone number, your company and other information. You may provide other information when you create a public user profile for a Service.

## **“Cookies”**

When you visit an MyWebTimeSheets website or use an MyWebTimeSheets Service, we may send cookie(s) to your computer for analytics and other purposes. These

cookies may be removed using features provided by your browser. You can refuse to allow these cookies using settings provided by your browser.

### **Automatically-collected Information**

When you use an MyWebTimeSheets Service, we may record information about your use, including your IP address, the date and time of your visit and other information about your Service visit and requests for purposes of service, maintainability and performance of the Service. When you visit an MyWebTimeSheets website, we may record information about your visit, including information provided by your browser in html headers, your IP address, the date and time of your visit, the web pages accessed and other information using analytics and tracking technologies.

### **How MyWebTimeSheets Uses Collected Information**

- to provide, operate, support use of, maintain and improve the App, Sites, associated services, and services we advertise on our website;
- to carry out our obligations arising from any contracts entered into between your employer and us and to provide you and/or your employer with the information, products and services that you and/or your employer request from us;
- to enable your employer to contact you via the App;
- to provide automatic responses to certain services, like welcoming messaging to the product, and default customer support answers and to notify you or your employer of MyWebTimeSheets service updates, incidents, and product features and news. These communications are considered essential to the provision of the service you have requested. You will not be able to choose to unsubscribe to these automatic responses, as they are considered a part of the service you have chosen;
- to notify you or your employer about changes to our service and to provide and deliver any other products and services that you or your employer requests;
- to ensure that content from our App is presented in the most effective manner for you, your employer and for your computer, tablet or mobile device;
- to provide you and your employer with information about other products and services we offer;
- to create lookalike audiences within social networks to enable us to advertise our services, or to create anonymised high-level research reports on workplace trends in a given industry, geography, or to compare industries and/or geographies on key workforce metrics.;

- to provide you and your employer or permit selected third parties to provide you, with information about goods or services we feel may interest you. If you are an existing user of the App, we may contact you with information about goods and services similar to those which you currently use; if you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you only if you have consented to this. For information on your rights relating to consent, please see the section “Your rights”;
- to protect against, investigate and deter fraudulent, unauthorised or illegal activity.

## **When MyWebTimeSheets Discloses Collected Information**

MyWebTimeSheets doesn't disclose your information to other organizations unless required by law or in our good-faith determination that such disclosure is required to comply with state or federal laws, court orders or judicial or other authority subpoena.

We may disclose your information when, in our good-faith determination, such disclosure is necessary to take precautions against liability, to defend our Services against fraudulent or illegal use, to investigate and defend MyWebTimeSheets against third-party claims and to assist government agencies.

We may disclose your information as part of a sale, merger or change of control. A company or individual that buys us or part of us will be able to continue to use your information in the manner described by this Privacy Policy unless you agree to other uses.

## **How does MyWebTimeSheets protect my personal data?**

As you would expect, MyWebTimeSheets takes security of personal data very seriously. Our risk management and security controls include:

- embedding data privacy by design into everything we do;
- consent and permission management for both you and/or your employer
- internal access control based on role and least privilege; all access is logged;
- risk management, business continuity, including disaster recover, backups, business impact assessments, risk registers and Data Protection Impact Assessments;

- data breach management: MyWebTimeSheets will inform all users impacted of a data breach within 72 Hours;
- cryptography, crypto controls, key management;
- all data is backed-up;
- securing and alarming all of MyWebTimeSheets's office facilities;
- asset management;
- network segregation, penetration testing, and a software development cycle.

## **Protecting my password**

Your password enables you to access certain parts of our App. You are responsible for keeping this password confidential and for updating it regularly. We ask you not to share a password with anyone. Should you forget your password, it is your responsibility to request a new password from us.

## **Your Choices about Collected Information about You**

As to information you provide directly to MyWebTimeSheets, you do not have to provide MyWebTimeSheets with personal information unless you want to license Software or use a Service. You can update or correct your information by logging in to your MyWebTimeSheets account. If you don't have an MyWebTimeSheets account, you can email us at [privacy@MyWebTimeSheets.com](mailto:privacy@MyWebTimeSheets.com) to remove your information.

You can opt-out of communications from MyWebTimeSheets, other than administrative communications in furtherance of a relationship licensing Software or using a Service, by logging into your MyWebTimeSheets account or you can click on the opt-out link in the communication. If you don't have an MyWebTimeSheets account, you can email us at [privacy@MyWebTimeSheets.com](mailto:privacy@MyWebTimeSheets.com) to remove your information or you can click on the opt-out link in the communication.