OKRSoftwaretools Privacy Policy

Last Modified: June 01, 2022

OKRSoftwaretools is committed to protecting you and your employer's privacy. We only collect and use Personal Data to provide you and your employer with OKR Platform, Employee Leave management, TimeSheet Management, HR Management, Workforce Scheduling platform, and all associated services.

Who we are!

OKRSoftwaretools is a product owned by ***ProjectToolBelt LLC,*** a company registered in Wyoming, USA. Email customer service: **support@OKRSoftwaretools .com**. Data Protection Officer (DPO): Our CTO fulfills this role and can be contacted as above. Please address any questions for the attention of our DPO.

OKRSoftwaretools is a licensed software and provides software services, including Leave Management, TimeSheets, HR, and Employee Scheduling. When you license software from OKRSoftwaretools or use any of OKRSoftwaretools' services, you explicitly consent to OKRSoftwaretools'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 OKRSoftwaretools 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 ("SLAs") 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. 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 the software or a user of a service, and you are not located in a U.S. state, territory, or possession, please be aware that OKRSoftwaretools is a U.S. company. Accordingly, by accepting this Privacy Policy, you expressly consent to transfer your data to the U.S. from your location.

OKRSoftwaretools 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. OKRSoftwaretools is a processor of data, information, or content you provide to a service on behalf of your users. OKRSoftwaretools is a processor of

data, information, or content you upload to the OKRSoftwaretools service. For details for which OKRSoftwaretools is a Processor, you are the controller of any personal information. OKRSoftwaretools does not own, control, direct, or use the information except as necessary to provide the service's features to you and your Users.

OKRSoftwaretools does not want software licensees or service users under the age of 16. If you are under 16, please do not license OKRSoftwaretools Software or use OKRSoftwaretools Services. If you are the parent or guardian of someone under 16, and you become aware that they are a OKRSoftwaretools software licensee or OKRSoftwaretools services user, please let OKRSoftwaretools know at privacy@OKRSoftwaretools.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@OKRSoftwaretools.com**.

Information that you provide to us about yourself

OKRSoftwaretools collects the following Personal Data:

● Data provided by you and/or your employer while signing up for the App and for using 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, email, or otherwise.

● Data provided through the App, for example, employee details and/or work pattern information, 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 trials 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 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 your device's make, model, and operating system, a device identifier, geolocation settings, time zones, network information, your IP address, browser type, domain names, access times, and referring website 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 OKRSoftwaretoolsto license, use services, or create a OKRSoftwaretools account for licensed software or services you use. You may provide personal information as you request information or request a software download. This information may include your name, mailing address, email address, phone number, company, and other information. You may provide additional information when you create a public user profile for service.

"Cookies"

When you visit the OKRSoftwaretools website or use a OKRSoftwaretools Service, we may send a 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 the OKRSoftwaretools 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 the OKRSoftwaretools 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 OKRSoftwaretools Uses Collected Information

● To provide, operate, support the 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 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 welcome messaging to the product and default customer support answers, and to notify you or your employer of OKRSoftwaretools service updates, incidents, product features, and news. These communications are considered essential to providing the service you requested. You will not be able to unsubscribe to these automatic responses, as they are considered a part of the selected service.

● To notify 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 most effectively for you, your employer, and 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, to create anonymized high-level research reports on workplace trends in a given industry or 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, unauthorized, or illegal activity.

When OKRSoftwaretools Discloses Collected Information

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

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 OKRSoftwaretools 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 OKRSoftwaretools protect my personal data?

As you would expect, OKRSoftwaretools takes the 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, disaster recovery, backups, business impact assessments, risk registers, and Data Protection Impact Assessments.

● Data Breach Management: OKRSoftwaretools 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 OKRSoftwaretools'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. Should you forget your password, it is your responsibility to request a new password from us. We ask you not to share a password with anyone.

Managed accounts and administrators: If you register or access the Services using an email address with a domain that is owned by your employer or organization or associate that email address with your existing account and such organization wishes to establish an account or site, certain information about you, including your name, profile picture, contact info, content, and past use of your account may become accessible to that organization's administrator and other service users sharing the same domain. Suppose you are an administrator for a particular site or group of users within the Services. In that case, we may share your contact information with current or past service users to facilitate service-related requests.

How long do we keep information?

How long we keep the information we collect about you depends on the type of information, as described in further detail below. Our policy is to either delete or de-identify your information after such time. If we cannot do this (for example, because the data is stored in backup archives), we will secure it and isolate it from further use until it can be deleted.

Managed accounts: All accounts in OKRSoftwaretools are Management accounts. OKRSoftwaretools Services are made available to you through an organization (e.g., your employer); we retain your information as long as your account administrator requires. For more information, see "Managed accounts and administrators" above.

Account information: We retain your account information for as long as your account is active and a reasonable period after that in case you decide to re-activate the Services. We also retain some of your information as necessary to comply with our legal obligations, resolve disputes, enforce our agreements, support business operations, and continue developing and improving our services. Where we retain information for service improvement and development, we take steps to eliminate information that directly identifies you. We only use the information to uncover collective insights about using our services, not to analyze your characteristics about you specifically.

Information you share on the Services: If your account is deactivated or disabled, some of your information and the content you have provided will remain to allow your team members or other users to fully use the services. For example, we continue

to display leave requests and the content you provided, but details that can identify you will be removed when requested.

Amending and deleting data: Your Choices about the Information Collected about You.
As to information you provide directly to OKRSoftwaretools, you do not have to give OKRSoftwaretools personal information unless you want to license the software. You can update or correct your information by logging in to your OKRSoftwaretools account.

You always retain the right to access, amend or delete your personal data. Shall you require assistance with exporting or deleting your data, contact us at: dpo@OKRSoftwaretools.com