

Privacy Policy

June 29, 2017

IF YOU ARE AN EMPLOYEE OF A CLIENT THAT USES THE DAVYN ESS SERVICES, THIS PRIVACY POLICY DOES NOT APPLY TO YOU OR YOUR USE OF THE SERVICES. PLEASE REFER TO YOUR EMPLOYER'S PRIVACY POLICY, WHICH APPLIES TO THE COLLECTION, USE, PROCESSING AND RETENTION OF YOUR PERSONAL INFORMATION. INDIVIDUAL EMPLOYEES OF OUR CLIENTS WHO SEEK ACCESS, OR WHO SEEK TO CORRECT, AMEND, OR DELETE INACCURATE DATA SHOULD DIRECT THEIR REQUESTS TO THEIR EMPLOYERS WHO ARE DAVYN ESS CLIENTS.

Access to Data Controlled by our Clients

Davyn ESS has no direct relationship with the individuals whose personal data it processes. An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his/her request to the applicable Davyn ESS Client (the data controller). The Client is able to remove the data without Davyn ESS's involvement. However, if the Client requests Davyn ESS to remove the data, we will respond to their request within 30 business days.

Data Retention

We will retain Personal Information we process on behalf of our Clients for as long as needed to provide services to our Clients. We will retain and use this Personal Information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Collection of Information

When a User registers with Davyn ESS, information is needed such as the User's name, company name, business address, and contact telephone number and email address. A billing address and credit card information is also required if the User has chosen a paid account. When a Visitor contacts us and/or requests information about Davyn ESS, 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 individually identify you, and that information may be referred to in this Privacy Policy as "Personal Information."

1. We use information, including Personal Information, provided by you for purposes such as processing and fulfilling orders, billing, service improvement, research, and for other general purposes, including creation and distribution of employee Payslips, tracking of employee leave and sharing company policy among others.
2. We will not make your information available to any other parties except as provided in this Privacy Policy. We will not sell, rent, exchange or share your personal information with any third-parties without permission from you.
3. We will share your information in order to respond to investigations, court orders, legal process, or to investigate, prevent or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person, violations of Davyn ESS's Terms of Service, or as otherwise required by law.
4. All of your Personal Information remains private and confidential. The security of your Personal Information is important to us. When you enter sensitive information (such as a credit card number) on our order forms, we encrypt the transmission of that information using secure socket layer technology (SSL).
5. We follow generally accepted standards to protect Personal Information submitted to us, both during transmission and once we receive it. No method of transmission over the

Internet, or method of electronic storage, however, is 100% secure. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our website, the Davyn ESS web application owned and operated by Davyn ESS, or the services offered by Davyn ESS through the website and apps, please contact us.

6. We will never request your account credentials. You should never share your Davyn ESS account information with anyone else, including your username and password.
7. We will send a welcome email and email account holders for billing purposes, and at times will send service-related announcements. You cannot opt out of service related emails if you are an account holder, as this is part of the Services.
8. We will retain your information for as long as your account is active or as needed to provide you with Services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.
9. Davyn ESS uses a technology called "cookies" to store session information. A cookie is a small amount of data, which often includes an anonymous unique identifier, which is sent to your browser from a website's computers and stored on your computer's hard drive. We may set and access Davyn ESS cookies on your computer; cookies are required to use the Services. You can remove cookies by following directions provided in your Internet browser's "help" directory.
10. As is true of most websites, we gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data.
11. We use this information, which does not identify individual users, to analyze trends, to administer the site, to track Visitors' and Users' movements around the website and to gather demographic information about our user base as a whole.
12. We link this automatically-collected data to Personal Information. IP addresses are tied to Personal Information to better gauge our Visitors' and Users' needs and provide specific information to best serve them.
13. Our website may include links to other websites whose privacy practices may differ from those of Davyn ESS. If you submit Personal Information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit.
14. Our website includes Social Media Features, such as the Facebook Like button and Widgets, such as the Share this button or interactive mini-programs that run on our site. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our website. Your interactions with these Features are governed by the privacy policy of the company providing it.
15. We may update this Privacy Policy, and will notify account holders of significant changes in the way we treat any Personal Information. We encourage you to periodically review this page for the latest information on our privacy practices.
16. For questions related to this Privacy Policy, contact support@davyness.com or at:

Davyn

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