

Privacy Policy

CAPUCCINO PRIVACY POLICY

Cappuccino is a web based software that is committed to maintaining robust privacy protections for its users. Our Privacy Policy ("Privacy Policy") is designed to help you understand how we collect, use and safeguard the information you provide to us and to assist you in making informed decisions when using our Service.

For purposes of this Agreement, "Site" refers to the Company's website, which can be accessed at website URL (*not optional at the moment*).

"Service" refers to the Company's services accessed via the Site, in which users can login and each user has its own account depending on the position at work that may be a shop worker, manager, economist and system administrator, which will give them access to their respective accounts.

The terms

According Albanian [law no.9887](#), "On the protection of personal data" in 2018, which allows for an independent institution to oversee the protection of personal data.

We guarantee the personal information of the registered employee to be safe as Cappuccino is a web based software.

You as a user should know that the names and surnames and other information provided by employer, upon hiring does not count for these purposes as it is no sense for it not to be known, as a user also you have your own responsibilities according to

your personal info when you are logged (password, etc.) in on your account or share the account information to unauthorized persons or using the collected data without authorization.

By accessing our Site or our Service, you accept our Privacy Policy and Terms of Use (found here: [terms of use link](#)), and you consent to our collection, storage, use and disclosure of your Personal Information as described in this Privacy Policy.

I. INFORMATION WE COLLECT

We collect “Non-Personal Information” and “Personal Information.” **Non-Personal Information** includes information that cannot be used to personally identify you, such as anonymous usage data, general information we may collect about the clients, it won't be personal information, it will collect information about the products of the business, about the costumers, what they like most to use or order by personalizing the general information not related with any personal info as name, surname, id card, account or something else. **Personal Information** will not be related with costumers but only with the employee personal information as employee id, name, surname, password, bank .No, and an username for the system and so on needed to be valid and be added as a worker on the current position that is described on the upper pages, and this information as username or password may be needed for you to submit to us through the software to start the daily work activity.

1. *Information collected via Technology*

To activate the Service you do not need to submit any Personal Information like username and password to enter and finish the tasks according to your position in the

system. To use the Service thereafter, you do not need to submit further Personal Information. However, in an effort to improve the quality of the Service, we track information provided by the user activity according to their positions, the time and date of access, and other information that does not personally identify you (employee).

We track this information the software database, or small text files which include an anonymous unique identifier. Cookies are sent to a user's browser from our servers and are stored on the user's computer hard drive. Using sessions enables us to collect Non-Personal information about that user and keep a record of the user's activity when using the software service. We track when the user try to edit, update or remove elements from the shops quantity in any case related with the condition and situation of the current task.

2. Information you provide us by registering for an account

In addition to the information as soon as you finish the juridical process and the contract signing, the administrator will create an account for you related with the current work that you applied for, your will be able to access it by web browser when you visit the site, the information collected will be the information provided by you before, like personal information as employee id, name, surname, password, bank .No, and an username for the system, for further more details are described in the ***“Information collected via Technology”***

By registering, you are authorizing us to collect, store and archive the details of personal information which will not be shared, used for the current employee

identification and type of position, and also using your daily activity details for management purpose.

3. Children's Privacy

The software and its services are not directed to anyone under the age of 13 or 18 (work age). The Site does not knowingly collect or solicit information from anyone under the age of 13 or in some cases under 18, or allow anyone under the age of 13 to use the software services. And in any case if that information of persons under necessary age is collected, then this information will be automatically deleted from server, database and so on where we will delete that information as soon as possible. If you believe we have collected such information, please contact us at us on info@cappuccino.com

II. HOW WE USE AND SHARE INFORMATION

Personal Information:

Except as otherwise stated in this Privacy Policy, we do not sell, trade, rent or otherwise share for marketing purposes your Personal Information with third parties. We do share Personal Information only with administrator that is completely clear about his responsibilities with usage of your personal information on creating members accounts to their employee position. The administrator use your Personal Information only at our direction and in accordance with our Privacy Policy.

In general, the Personal Information you provide to us is used to help us communicate with you. For example, we use Personal Information to contact users (employers) in response to questions, feedback about the software, providing technical support.

Non-Personal Information

In general, we use Non-Personal Information to help us improve the Service and customize the costumer's experience. We also aggregate Non-Personal Information in order to track trends and analyze use patterns on the software and making changes in the real time in the environment of the coffee shops. This Privacy Policy does not limit in any way our use or disclosure of Non-Personal Information and we reserve the right to use and disclose such Non-Personal Information to our partners, advertisers and other third parties at our discretion.

In the event we undergo a business transaction such as a merger, acquisition by another company, or sale of all or a portion of our assets, your Personal Information may be among the assets transferred. You acknowledge and consent that such transfers may occur and are permitted by this Privacy Policy, and that any acquirer of our assets may continue to process your Personal Information as set forth in this Privacy Policy. If our information practices change at any time in the future, we will post the policy changes to the Site so that you may opt out of the new information practices. We suggest that you check the Site periodically if you are concerned about how your information is used.

III. HOW WE PROTECT INFORMATION

We implement security measures designed to protect your information from unauthorized access. Your account is protected by your account password and we urge you to take steps to keep your personal information safe by not disclosing your password and by logging out of your account after each use. We further protect your

information from potential security breaches by implementing certain technological security measures including encryption, firewalls and secure socket layer technology. However, these measures do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software. By using our Service, you acknowledge that you understand and agree to assume these risks. Also displayed more certainly:

- Activity logging, as well as error logging
- Security encryption, for passwords.
- User input filtering, in any case an user enters undesirable data
- SQL filtering, in case of SQL Injections.
- Usage of prepared statements, for the same reason as above.
- Usage of proper methods of cross-site data transfer.
- Session refreshing, for Session ID hijacking attempts.
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- Security encryption, for passwords.
- User input filtering, in any case an user enters undesirable data
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IV. YOUR RIGHTS REGARDING THE USE OF YOUR PERSONAL INFORMATION

According to the Albanian law No. 9887 about “**Protection of the personal information**”

1. You have the right to access that without any extra payment and a written request and get from us your personal info, to know their source and the

information will be replied back to you in the format and condition of the day that they were at the day when you requested them within 30 days from the day of getting the request. **(Neni 12, the right to access)**

2. The right to request the determination, correction or delete of your personal information without any payment when you are informed or see that your personal information is not correct, true, fully completed or are collected and processed in a way different froth these that this law provides, if the controller (administrator) doesn't made the determination, correction or deletion of personal information within 30 days, you have the right to complain to the commissioner. **(Neni 13, the right to block, correct or delete)**
3. You have the right to oppose the personal information processing, stopping it and ask the processing part to inform him before its personal information to be used **(Neni 15, the right of the information subject to oppose)**
4. You have the right at complain in court if you find that your right have been violated. **(Neni 16, the right to complain)**
5. The right of compensation if you find out that your personal information is used and has made you and damage from result of not proper personal information processing. **(Neni 17, the right of compensation)**

V. LINKS TO OTHER WEBSITES

As part of the Service, we may provide links to or compatibility with other websites or applications. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us through the Site and the Service. Therefore, this Privacy Policy does not apply to your use of a third party website accessed by

selecting a link on our Site or via our Service. To the extent that you access or use the Service through or on another website or application, then the privacy policy of that other website or application will apply to your access or use of that site or application. We encourage our users to read the privacy statements of other websites before proceeding to use them.

VI. CHANGES TO OUR PRIVACY POLICY

The software reserves the right to change this policy and our Terms of Service at any time. We will notify you of significant changes to our Privacy Policy by sending a notice by placing a prominent notice on our site. Significant changes will go into effect 30 days following such notification. Non-material changes or clarifications will take effect immediately. You should periodically check the Site and this privacy page for updates.

VII. CONTACT US

If you have any questions regarding this Privacy Policy or the practices of this Site, please contact us by sending an email to info@cappuccino.com

Last Updated: This Privacy Policy was last updated on 3/31/2019