Privacy Policy

KFC Pakistan – Employee Self Service (ESS) Mobile Application

Last Updated: [Insert Date]

Data Controller: KFC Pakistan

Contact (Data Protection Office):

# 1. Purpose and Legal Basis for Processing

|  |  |
| --- | --- |
| Purpose of Processing | Lawful Basis |
| Attendance tracking, leave management, payroll access | Contractual Necessity |
| Shift scheduling, HR communication, employee self-service operations | Legitimate Interest |
| Reporting to government or legal authorities when required | Legal Obligation |

# 2. Categories of Personal Data Collected

- Identification Data: Employee ID, full name, designation, department

- Contact Information: Official email, mobile number

- Employment & HR Records: Attendance logs, leave balances, salary slips (view-only), shift schedules

- Technical & Security Data: Device details, login timestamps, IP address

# 3. Data Storage and Security Measures

- Encrypted communication (HTTPS/SSL) for all data transfers

- Role-based access control (RBAC) to restrict access to authorized personnel only

- Audit logs and monitoring to track access or misuse attempts

- Regular security audits and vulnerability assessments

# 4. Data Sharing and Third-Party Disclosure

|  |  |
| --- | --- |
| Recipient | Purpose of Access |
| Internal HR & Payroll Teams | Processing attendance, leave, payroll information |
| Internal IT/Security Teams | System monitoring, fraud prevention |
| Government or Legal Authorities | Only when legally required |

# 5. Data Retention Policy

- Active employee data will be retained for the duration of employment.

- Upon resignation or termination, your ESS account will be deactivated.

- Data will be archived or deleted as per legal retention policies.

# 6. Data Subject Rights

- Right to Access: Request a copy of stored data

- Right to Rectification: Correct inaccurate or outdated data

- Right to Restriction: Limit data usage in certain cases

- Right to Complaint: Report misuse or unauthorized access

# 7. Consent and Acceptance

By using the ESS Mobile Application, you acknowledge and agree to this Privacy Policy.

# 8. Policy Updates

Any significant changes will be communicated via email or in-app notifications.

# 9. Contact Information

For inquiries, please contact:

KFC Pakistan – HR & Data Protection Office

Email: hrsupport@kfcpakistan.com

Address: [Insert Corporate Address]