

PRIVACY POLICY

StaffCo Application

Last Updated: December 1, 2025

Effective Date: October 1, 2025

1. INTRODUCTION

StaffCo is a time tracking and team management application developed as an independent project. This Privacy Policy explains how the application collects, uses, stores, and protects your information when you use StaffCo.

We take your privacy seriously and are committed to being transparent about our data practices.

2. WHAT INFORMATION WE COLLECT

2.1 User Account Information

When you set up an account in StaffCo, we collect:

- Email address
- Username/Display name
- Password (encrypted and never stored in plain text)

2.2 Activity Tracking Data

StaffCo tracks work activity ONLY when you explicitly start the time tracker. All tracking features require your active consent and can be disabled at any time.

The application collects:

- Mouse and Keyboard Activity: Movement and keystroke data (only when you have started time tracking and given permission)
- Screenshots: Periodic screenshots of your screen (only when you have explicitly enabled this feature in settings)
- Work Hours: Start and stop times of your tracked work sessions
- Project/Task Information: Information about projects or tasks you create or are assigned

IMPORTANT: You must give explicit permission before any tracking begins. You can disable any tracking feature at any time in the application settings.

2.3 Device Information

- Device type and operating system version
- Application version
- IP address (for security and access logging purposes only)

3. HOW WE USE YOUR INFORMATION

We use your information solely for the following purposes:

- Core Functionality: To provide time tracking, work activity monitoring, and project management features
- Work Hour Reporting: To generate accurate time reports based on your tracked sessions
- Account Management: To manage your account, authenticate logins, and maintain account security
- Customer Support: To respond to your inquiries and resolve technical issues

- Service Improvement: To analyze how the application is used to fix bugs and improve features
- Security: To prevent fraud, abuse, and ensure the security of the application and your data

4. DATA STORAGE AND SECURITY

4.1 Where Data is Stored

All StaffCo data is securely stored on DigitalOcean servers located in the United States of America.

4.2 Data Protection Measures

We implement the following security measures to protect your data:

- HTTPS Encryption: All data in transit is encrypted using industry-standard HTTPS/TLS encryption
- Password Security: Passwords are hashed and encrypted; we never store them in plain text
- Access Controls: Access to data is restricted to authorized personnel only
- Regular Backups: Data is backed up regularly to prevent loss from system failures
- Secure Authentication: Multi-layer authentication mechanisms protect against unauthorized access

5. WHO HAS ACCESS TO YOUR DATA

Your personal data is only accessed by:

- You: As the primary user and owner of your account
- Authorized Team Members (if applicable): Other users you have invited to your workspace (with your consent)
- Application Developer: Only for technical support, security maintenance, and troubleshooting when necessary

Your data is NOT shared with:

- Marketing companies or advertisers
- Third-party analytics services
- Social media platforms
- Any other third parties without your explicit consent

6. DATA RETENTION AND DELETION

- Active Account Data: Your data is retained for as long as your account remains active
- After Account Deletion: If you request account deletion, your data will be permanently deleted within 30 days. Backup copies may be retained for an additional 30 days for security purposes, then permanently destroyed
- User-Initiated Deletion: You can delete individual projects, tasks, or tracking records at any time

7. YOUR PRIVACY RIGHTS AND CHOICES

You have the following rights regarding your personal data:

- Access: You can view and download all your personal data stored in StaffCo
- Control: You can enable/disable tracking features at any time in your account settings
- Correction: You can update or correct inaccurate information in your profile
- Deletion: You can request permanent deletion of your account and all associated data
- Export: You can export your data in a standard format

To exercise any of these rights, contact the developer at: app@staffco.io

8. THIRD-PARTY SERVICES AND INTEGRATIONS

Currently, StaffCo does not use any third-party services for storing, processing, or analyzing your personal data.

If in the future we integrate with third-party services (such as cloud storage, analytics platforms, or authentication services), this Privacy Policy will be updated to reflect those integrations and you will be notified of any changes.

9. CHILDREN'S PRIVACY

StaffCo is not intended for users under the age of 13. We do not knowingly collect personal information from children under 13. If we become aware that we have collected information from a child under 13, we will immediately delete such information and take appropriate steps to comply with applicable laws.

For users between 13-18, parental consent may be required depending on your jurisdiction's laws.

10. INTERNATIONAL DATA TRANSFERS

StaffCo stores all data on servers in the United States. If you are located outside the United States and use StaffCo, your data will be transferred to and stored in the United States. By using StaffCo, you consent to the transfer of your personal information to the United States for storage and processing.

11. DATA BREACH NOTIFICATION

In the unlikely event of a data breach that compromises your personal information, we will:

- Notify you within 72 hours of discovering the breach
- Describe the nature and scope of the breach
- Provide information about the compromised data
- Recommend steps you can take to protect yourself
- Provide contact information for follow-up questions

12. CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be updated from time to time to reflect changes in our practices, technology, legal requirements, or other factors. We will notify you of any material changes by updating the 'Last Updated' date at the top of this policy.

Your continued use of StaffCo after any modifications to this Privacy Policy constitutes your acceptance of the updated terms.

13. CONTACT INFORMATION

If you have questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact:

Email: app@staffco.io

You will typically receive a response within 7 business days.

14. LEGAL COMPLIANCE

This Privacy Policy complies with applicable privacy laws and regulations including:

- Children's Online Privacy Protection Act (COPPA)
- Federal Trade Commission (FTC) regulations

- State privacy laws (including CCPA, VCCPA, etc.)

If you have concerns about privacy practices, you may file a complaint with the Federal Trade Commission (FTC) at www.ftc.gov/complaint.