PRIVACY POLICY FOR ATTENDIFY BY AIVIREX

1. Introduction

Welcome to Attendify by Aivirex, a B2B mobile application provided by AiViREX Innovations LLP ("we," "our," or "us"). As part of the Aivirex team we recognise the importance of protecting and maintaining your privacy and are committed in ensuring that you have a positive experience using our Service. This Privacy Policy outlines how we collect, use, share, and protect your personal information for the initial application launch and test run phase and will be changed in accordance to the required User satisfaction standard. Please ensure you read through our policies carefully. If you visit this page or choose to use our Service, then you agree to the collection and use of information in relation to this policy. The Personal Information that we collect is used for providing and improving the Service. We will not use or share your information with anyone except as described in this Privacy Policy.

Attendify is a B2B Freemium application (Service) that ensures that business owners are able to record and maintain the details of their clientele, digitalizing the paperwork and serving to provide an ecosystem that promotes growth, harmony and safety of human and environment alike. This service is provided by AiVirex Innovations LLP at no cost and is intended for use as is. Attendify by Aivirex is a property of AiViREX Innovations LLP, incorporated pursuant to section 12(1) of Limited Liability Partnership Act, 2008 having its registered headquarters office at 24th Street, Shankar Nagar, Pammal, Chennai, Tamil Nadu 600075.

1. Information We Collect

For a better experience, while using our Service, we may require you to provide us with certain personally identifiable information, including but not limited to Name, and Email. The information that we request will be retained by us and used as described in this privacy policy.

We collect the following types of personal information from users:

* **Business Information:** This information includes the name, address, contact details, location (inclusive of street, city, state, pin code, country, IP address), branches (inclusive of any affiliates and their locations), and type of business of the Users who are willing to use the Service for the purpose of recording and maintaining their clientele.
* **User Authentication Data:** We authenticate our users only through the information obtained through Google account sign-in, ensuring that the same is used to configure users signing into the application. All the details that are imparted due to signing in through the Google account are also collected, inclusive of the User profile picture, email ID, name, and IP address.
* **Customized Form Data:** Attendify provides customised data form templates such that users can store information about their members/ clientele in any manner they so wish. The Customised Form Template will be collected exclusive of the members information stored by the users.
* **Log Data**: We want to inform you that whenever you use our Service, in a case of an error in the app we collect data and information (through third-party products) on your phone called Log Data. This Log Data may include information such as your device Internet Protocol (“IP”) address, device name, operating system version, the configuration of the app when utilizing our Service, the time and date of your use of the Service, and other statistics.

The application (Service) uses third-party services that may collect information used to identify you. The links to the privacy policy of third-party service providers used by the application are provided as follows:

* [Google Play Services](https://www.google.com/policies/privacy/)
* [Google Analytics for Firebase](https://firebase.google.com/support/privacy)
* [Firebase Crashlytics](https://firebase.google.com/support/privacy/)

It is important you understand that Attendify is a B2B application that collects the personal data of the users (Businesses) signing in to the application. Attendify does not collect any information regarding the members/ clientele that the User of the Service might store in their account. Such information is stored directly in the personal backup of the Google Account the User signed in with. Any business dealing that the User conducts through the application with their member/ clientele will be made through their personal records. Attendify does not collect that data.

1. How we collect and Retain Information

We collect information in the following ways:

* Forms
* Device Permissions
* Cookies

The information we collect will be retained by us for as long as is necessary for the purposes of User configuration, Business development, and/ or Legal Compliances which may require us to share the data collected to third party.

1. The Purpose of Collection of Information and how we use it

Attendify collects information essential for the running/ early development of the application and for which the collected information is used in the following manner:

* **User Authentication:** This will be used so that users signing in through their Google account can authorize the application with their Google account allowing users to access the application. This also promotes safety and privacy of information of the Users.
* **Marketing:** We would like to send promotional communications related to our services.
* **Customer Support and Communication:** Information collected can help us in assisting users and responding to inquiries or communicate with regards to policy changes such that the customers are provided with the application in its most efficient form.
* **Business Development:** The information and data collected will be used for analysing usage data for improving our services.
* **Research and Analytics:** Quality and customer satisfaction are very important to us and the data and information collected will be used for studying trends to enhance user experience.

1. App Permissions

Attendify by Aivirex will need access to the following app permissions for the efficient functioning of the application and maximised customer satisfaction:

* **Device Camera:** The Service requires the access to the device camera in order to scan QR Code alone for the purpose of facilitating check-in and check-out of the members. The device camera will not be used for any purpose other than scanning of the QR Code.
* **Google Drive:** The Service requires access to the Google Drive of the Google Account the User signs in with the application to allow backup and storage of the data the User records and maintains with the application.
* **Device Messaging:** The Service requires access to the Device Messaging services in order to fulfil its broadcast feature allowing Users to send bulk SMS to the clientele they record and maintain with the application.

The application will ask permission from the Users before accessing these services. The User can opt out of these permissions, but we recommend allowing access for optimal working of the application.

1. Data Sharing

Aivirex shares the information collected through its Service Attendify with such people as is required for the above purposes mentioned. We share your information with:

* **Business Partners:** Information will be shared with our business partners. This includes a third party who might provide or sponsor or gains a share in the event of becoming business partners in any or all of our businesses, or who operates as an agent on behalf of the partners of the business. Our partners use the information we give them as described in their privacy policies.
* **Employees and Authorized Third Parties:** Employees, interns, and members of our organization or authorized third party companies or individuals working with Aivirex might be shared the collected information and data under a strict Non-Disclosure Agreement for the purposes mentioned above. We may employ third-party companies and individuals due to the following reasons:
* To facilitate our Service;
* To provide the Service on our behalf;
* To perform Service-related services; or
* To assist us in analyzing how our Service is used.
* **Successors:** In certain instances, information may be shared with any successor to all or part of our business. For example, if part of our business is sold, we may give our customer list as part of that transaction.
* **Legal Compliance:** In order to comply with the laws of India, information might be shared with the company advocate, for evidence to support in the courts of law in India where we might be investigating any incident in order to protect ourselves. Information will also be shared with authorized legal representatives in order to comply with the Indian laws or to protect ourselves. Information will be shared in order to respond to a court order. We may also share it if a government agency or a government authorized investigatory body requests. Or, we might also share information when we are investigating potential fraud. Any legal compliance that might require the disclosure of the information collected by the Users of the Service will be done so in accordance to the Laws of India.

We may share your information for reasons not described in this policy. In such an instance, users will be informed of any other data sharing instances not mentioned above 15 days prior to sharing of the information.

1. Data Security

We value your trust in providing us your Personal Information, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

For the protection of the Users of our Service we implement Firebase policies to secure your information stored in Firebase. Firebase API encryption protocols ensure data security during transmission over the internet. Employees, contractors, and agents who need the information collected and are given access to the same in order to process the data for us are subjected and restricted through a strict contractual confidentiality obligation and may be disciplined or terminated if they fail to meet these obligations.

1. User Rights

* **Access:** Users of the application can access the information on logging in to the application using their google account. The accounts logged in are given a 30-day trial period during which they can log in through their Google account and store information in the Google account. However, after the 30-day trial period, they must subscribe to process that information further. Though the information will be stored on their Google account backup, they cannot access it without subscribing to the application. Only after the payment of the subscription fee can they access their account on the application along with all the information they stored.
* **Update/Correction:** Users can update information within the application, excluding email address and essential details. The User email address and other necessary information cannot be changed in order to comply with data protection. This is important so that there is value created through the free trial period of the application that is unique to one particular User.
* **Deletion:** Any User who wishes to delete their account and information registered with our Service can send an email to the address given below from the Google Account they registered with the Application and request deletion of their account. An option to delete directly from the application will not be provided.

1. Cookies and Tracking

Cookies are files with a small amount of data that are commonly used as anonymous unique identifiers. These are sent to your browser from the websites that you visit and are stored on your device's internal memory.

This Service does not use these “cookies” explicitly. However, the app may use third-party code and libraries that use “cookies” to collect information and improve their services. You have the option to either accept or refuse these cookies and know when a cookie is being sent to your device. If you choose to refuse our cookies, you may not be able to use some portions of this Service.

Attendify by Aivirex uses Firebase Analytics and Firebase Crashlytics for user usage data analytics and crash reports.

1. Links to Other Sites

This Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

1. Children’s Privacy

These Services do not address anyone under the age of 13. We do not knowingly collect personally identifiable information from children under 13 years of age. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to do the necessary actions.

1. Legal Compliance

For any privacy-related queries or issues, Users can contact us at [contactaivirex@gmail.com](mailto:contactaivirex@gmail.com). Our team is dedicated to the protection of the User data and privacy and optimizing customer satisfaction, and we ensure to provide every support as is possible by us with regards to the data and information collected by the Service Attendify by Aivirex.

1. Policy Changes

The Privacy Policy of this Service may change from time to time, and thus Users are advised to review this page periodically for any changes. Users will be notified of any changes to this Privacy Policy via email of the changes to the new Privacy Policy on this page.

1. Contact Us

If you have any questions or concerns about our Privacy Policy, please contact us at [contactaivirex@gmail.com](mailto:contactaivirex@gmail.com).

This Privacy Policy is effective as of 04.10.2023.

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