

Privacy Policy for employeeXpert by SIL Technologies

Last Updated: 31st March 2025

Welcome to employeeXpert:

SIL Technologies ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our employeeXpert platform ("the Service"), designed for employers and employees to manage HR, payroll, attendance, and related workflows. By accessing or using employeeXpert, you agree to the terms of this policy.

1. Data We Collect

We collect information necessary to provide and improve the Service. This may include:

- **Personal Information:**
Names, email addresses, phone numbers, employee IDs, job titles, and government identifiers (e.g., Social Security numbers for payroll).
- **Company Data:**
Business name, address, tax details, bank account information (for payroll processing), and employee records.
- **Work-Related Data:**
Salary details, benefits, tax withholdings, attendance logs, time-tracking data, and performance metrics.
- **Device and Usage Data:**
IP addresses, browser type, operating system, usage patterns (e.g., login times, features accessed), and cookies (see our Cookie Policy).
- **Third-Party Integrations:**
Data from linked tools (e.g., accounting software, HR systems) as authorized by your organization.

We only collect data with a legitimate purpose and your consent where required.

2. How We Use Your Data

Your data is used to:

- **Deliver the Service:** Process payroll, manage attendance, and maintain employee records.
- **Communicate:** Send updates, security alerts, and support responses.
- **Improve Functionality:** Analyze usage trends to enhance features and user experience.
- **Ensure Security:** Monitor for fraudulent activity or unauthorized access.
- **Legal Compliance:** Fulfill tax, labor, or regulatory obligations.
- **Marketing:** Send promotional content *only* with your explicit consent.

We process data based on lawful grounds: contractual necessity, legal compliance, legitimate interests, or your consent.

3. Data Sharing and Disclosure

We do not sell your data. Limited sharing occurs in these cases:

- **Service Providers:** Trusted partners (e.g., cloud hosts, payment processors) necessary for Service operation.
- **Legal Requirements:** To comply with laws, court orders, or government requests.
- **Business Transfers:** In mergers, acquisitions, or asset sales, with confidentiality assurances.
- **Aggregated/Anonymized Data:** For analytics or industry reports (e.g., workforce trends), ensuring no personal identification.

4. Data Security

We implement safeguards to protect your data:

- **Encryption:** SSL/TLS for data transmission; encryption at rest.
- **Access Controls:** Role-based permissions and authentication protocols.
- **Audits:** Regular security assessments and vulnerability testing.
- **Employee Training:** Staff educated on data protection best practices.

5. Your Rights

Depending on your jurisdiction, you may:

- **Access/Correct** your data via the employeeXpert dashboard.
- **Request Deletion** of non-essential data (subject to legal retention needs).
- **Export Data:** Receive a portable copy of your information.

Submit requests to info@siltech.co.in with verification. We respond within 30 days.

6. Changes to This Policy

We may update this policy periodically. Material changes will be notified via email and/or in-app alerts. The "Last Updated" date reflects the latest version. Continued use of employeeXpert constitutes acceptance of revisions.

7. Contact Us

For questions, requests, or concerns about this policy, contact: **SIL Technologies Pvt. Ltd.**

- Address: A112, 1st Floor, Centrum Business Square, Road Number 16, Plot D1, Thane, Maharashtra- 400604, India
- Email: info@siltech.co.in
- Phone: +91-22-4507 0723

Thank you for trusting employeeXpert with your HR management needs.