



LogNWork® Privacy Policy

Drafted as of Tuesday, June 30, 2020.

We will always respect your privacy. The main feature of **LogNWork®** is to provide a tool for users to produce reports and submit them easily to the supervisors. For this to be possible, the mobile app will require information from users.

Wherever you use the mobile app, its use shall be governed by the Data Privacy Act of the Republic of the Philippines. By using our services, it is understood that you have acknowledged and accepted the privacy policy as herein stipulated and authorized the service with your full consent to use the information that you provided to us.

The LogNWork® Privacy Policy is subject to change. If there is a significant change to this policy, we shall inform you beforehand. If you do not agree to the terms as stipulated in this privacy policy, you have the right to opt out of your account at any time and LogNWork® will automatically remove your account from the database.

What are the data that we will gather from the user?

- A. **Registration.** Upon signing up, you are giving us consent to process your information such as your name, email address, phone number, and birthday.
- B. **Profile.** As a user of your account, you are permitted (but not required) to share information such as, but not limited to uploaded photos, home and work addresses, emergency contact person, and family details. Other information such as bank details and salary information must also be gathered to facilitate other features such as payroll.
- C. **User-generated content.** By encoding information in the mobile app, such as but not limited to, noting your tasks and uploading photos, you hereby permit LogNWork® to retain the encoded/uploaded information in the server. However, LogNWork® shall not be responsible for any user-generated content, user error, and device restrictions.
- D. **Location and time.** When using the check-in and check-out feature, the app will require your current approximate location (GPS) at that moment. This information is necessary to verify the location of the user at the time of check-in/check-out.
- E. **Device use and log data.** Information such as phone specs, settings, and software versions are necessary to provide optimal user experience. Any problem encountered in the mobile app will be registered in the data log data of the app.

How do we use the data that we gathered from you?

- A. Your email address will be used by LogNWork® app to send you the initial credentials such as the username and password upon signing in.
- B. Once you have signed in, other users of LogNWork® can contact you through the *contacts feature* of the app.
- C. Your location as well as the date and time during check-in and check-out shall be based on the location of the registered device.
- D. Data log while using the app will be used to resolve bug issues promptly.
- E. Salary information in the *miscellaneous function* shall only be used for payroll purposes.



LogNWork®'s Terms of Use

Drafted as of Wednesday, July 1, 2020. Revised as of Monday, July 6, 2020.

Preface

The words used in these terms include "you," as a client who is accessing our services, and "we," "our," and "us," referring to the provider of this mobile app.

Upon signing up or registering in LogNWork®, you acknowledge and agree to our terms of use. You must agree to these terms to continue using the app.

You can be assured that all your private or personal data shall be kept strictly confidential and shall not be disclosed to any third party for any purpose without your written permission.

We will periodically modify these terms to comply with existing government rules and regulations. Modifications shall have no retroactive effect. In case of amendment, your continuous use of the mobile app shall be construed as your consent to the new terms.

Usage requirements

To use the mobile app, you must at least be 18 years of age or older. The user must encode their real name in the account.

All users are advised to secure their password and keep it confidential. Users shall be responsible to their individual accounts and must immediately inform the app provider should the account be compromised.

Intellectual property rights

LogNWork® reserves the intellectual property rights in its services. The brand name and the logo of LogNWork are commercial, registered trademarks.

Responsibility exemptions

LogNWork® and its affiliates, strictly adhere to the laws and regulations in the country where it was established and shall not be responsible for accidental loss, deletion, or archival of users or the loss, removal, or modification of content initiated by its users.