

# Privacy Policy

Last Updated 4 December, 2024



## *Our Commitment to Privacy*

Your privacy is important to us. To better protect your privacy, we provide this notice explaining the use of information you provide into both our EasyBadge Android and iOS App plus any additional information we collect using our online services (together the "PRODUCT").

By using our PRODUCT you fully agree and are obliged to comply with the terms and conditions of this Privacy Policy and explicitly consent to using your information in accordance with the Privacy Policy.

We reserve the rights on our sole discretion to update the Privacy Policy at any reasonable times by placing a new version on PRODUCT. Therefore, Company encourages you to periodically check back and review this Privacy Policy so that you always will keep abreast and know the changes.

## *The Information We Collect*

The information we collect is limited to:

1. Information entered by the app user during the process of adding or updating database records
2. Photographs assigned by the user in the app either taken directly with the device's camera or chosen from the device's photo gallery.
3. In addition to the textual data entered and the photographs associated with each record the following may also be recorded: the order records are added, date and time a record was added or amended, date and time a photograph was taken and the person editing the data.
4. The name of the account associated with the device is used as the source of the data.
5. Depending on the version of the app you may be required to complete and agree to a Data Protection Agreement before you can enter any data. The data you enter into the agreement is collected.

## *Transfer of Data*

The 'App' downloads the details of fields and general settings by typing in a 'pairing-code' which is generated by the desktop version of EasyBadge. The app cannot collect any data until this process has been completed. The data outlined in the section 'The Information We Collect' is transferred to the EasyBadge cloud by an encrypted data stream. It is held in the EasyBadge cloud until the provider of the original 'app' pairing code is ready to download it.

Only the EasyBadge database that generated the pairing code can download and use the data. The EasyBadge desktop application also downloads the data by encrypted data stream.

### ***Disclosure of Data***

The data uploaded via the app can only be downloaded by the original database that produced the pairing code. EasyBadge does not disclose any uploaded data to third parties. EasyBadge may have to disclose information when required to do so for legal reasons.

### ***Data Storage***

Data transferred between the App, EasyBadge cloud and the desktop version of EasyBadge is performed using HTTP over TLS 1.2 (commonly known as https). Data in transition from the App to the desktop version is held in the EasyBadge cloud. The personal data is encrypted using AES 128 whilst at rest in an EasyBadge cloud database server. The EasyBadge cloud database servers are in the United Kingdom.

### ***Data Retention***

Data uploaded to the EasyBadge cloud is retained until two days after it has been downloaded by the desktop app. If data is not downloaded by the desktop app it will be removed from the EasyBadge cloud after a period of four months. Data collected by the app can be removed from the device by using the purge data feature on the settings view. Depending on the exact nature of the device's operating system some images may be visible in the general gallery. These may persist even if the data is purged and EasyBadge removed.