

Privacy Policy for AiTime App

Last Updated: 28 March, 2026

Introduction

Welcome to AiTime ("we," "our," or "us"). We are committed to protecting your privacy and ensuring you have a positive experience when using our mobile application ("AiTime" or "App"), which serves as an extension of the AiTime Time Tracking web-based software.

This Privacy Policy explains our practices regarding the collection, use, and disclosure of information that we receive when you use our App. By downloading, installing, or using AiTime, you agree to this Privacy Policy.

Information We Collect

Personal Information

We collect the following types of personal information:

- **Account Information:** Name, email address, employee ID, job title, department, and contact information.
- **Authentication Data:** Login credentials and biometric data (facial recognition data) for attendance verification.
- **Location Data:** GPS location data when you mark attendance (for geofencing purposes).
- **Device Information:** Device model, operating system version, unique device identifiers, and IP address.
- **Usage Data:** App usage patterns, interactions, and session duration.

Biometric Data

Our App uses facial recognition for attendance marking. The biometric templates created from your facial data are:

- Used solely for authentication and attendance verification purposes
- Stored securely with encryption
- Never sold to third parties

Location Data

We collect your precise location data only when:

- You mark attendance
- You are actively using the attendance marking feature
- The App has been granted location permissions

Location data is used only for geofencing purposes to verify you are within your assigned work area when marking attendance.

How We Use Your Information

We use your information for the following purposes:

- **Providing Core App Functionality:** Processing attendance, leave requests, and generating time-based reports.
- **Authentication:** Verifying your identity when you log in or mark attendance.
- **Geofencing:** Ensuring attendance is marked only within authorized locations.
- **Communication:** Sending announcements, leave request status updates, and schedule notifications.
- **Analytics and Improvements:** Analyzing usage patterns to improve App functionality and user experience.
- **Technical Support:** Addressing user issues and providing customer service.
- **Legal Compliance:** Fulfilling legal obligations related to employment records.

Data Storage and Security

Where Data is Stored

- User data is stored on secure cloud-based servers.
- Biometric templates are stored with encryption.
- Local authentication data may be temporarily stored on your device.

Security Measures

We implement appropriate technical and organizational measures to protect your personal information, including:

- Data encryption in transit and at rest
- Regular security assessments
- Access controls and authentication procedures
- Regular security updates

Data Sharing and Disclosure

Third-Party Service Providers

We may share your information with the following types of third parties:

- Cloud hosting providers for storing App data
- Authentication service providers for secure login
- Analytics providers to improve App performance

All third-party providers we use are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.

Legal Requirements

We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).

Your Rights and Choices

Depending on your location, you may have certain rights regarding your personal information, including:

- **Access:** You can request access to the personal information we hold about you.
- **Correction:** You can request that we correct inaccurate information.
- **Deletion:** In certain circumstances, you can request that we delete your data.
- **Restriction:** You can ask us to restrict the processing of your data.
- **Data Portability:** You can request a copy of your data in a machine-readable format.

To exercise these rights, please contact us using the information provided in the "Contact Us" section.

App Permissions

You can control certain data collection through your device settings:

- **Camera:** Required for facial recognition attendance.
- **Location:** Required for geofencing attendance verification.
- **Notifications:** Optional for receiving announcements and updates.

You can modify these permissions through your device settings, but limiting certain permissions may affect the functionality of the App.

Data Retention

We retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. Employment-related data may be retained according to applicable employment and tax laws.

Children's Privacy

The AiTime App is designed for workplace use and is not intended for children under the age of 16. We do not knowingly collect personal information from children under 16. If you are a parent or guardian and believe your child has provided us with personal information, please contact us.

International Data Transfers

Your information may be transferred to and processed in countries other than the country in which you are resident. These countries may have data protection laws that are different from those in your country. We have taken appropriate safeguards to require that your personal information will remain protected in accordance with this Privacy Policy.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the "Last Updated" date. You are advised to review this Privacy Policy periodically for any changes.

Contact Us

If you have any questions about this Privacy Policy or our data practices, please contact us at:

+971 502025767

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Governing Law

This Privacy Policy is governed by the laws of Dubai, Uae, without regard to its conflict of law provisions.

By using the AiTime App, you acknowledge that you have read and understood this Privacy Policy and agree to its terms.