

Privacy Policy

Effective Date: 1st April 2024

RGS Cleaning Ltd - Staffcheck ("we," "our," or "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our mobile application ("App"). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not use the App.

1. Information We Collect

We may collect information about you in a variety of ways. The information we may collect via the App includes:

Personal Data

- **Personal Identification Information: Name, email address, phone number, and job position.**
- **Selfie/Photos: To verify employee identity and document work performed (before-and-after photos).**
- **Check Sheets: Completed by staff to ensure tasks are completed as required.**

Location Data

We may request access to your location to verify where clock-ins and clock-outs take place. This is used to ensure compliance with your work schedule and location requirements.

Device Data

We may collect information about your device, such as your device model, IP address, operating system version, and unique device identifiers.

**96 Hangingwater Road,
Nethergreen
SHEFFIELD S11 7ER
Tel: 0114 263 0303
Fax: 0114 263 0099**

**E: Info@rgscleaningltd.co.uk
www.rgscleaningltd.co.uk**

Company Reg No. 3432909



2. How We Use Your Information

We use the information we collect to:

- *Allow employees to clock in and out of work.*
- *Verify staff attendance and task completion.*
- *Record and track task progress through check sheets and photos.*
- *Manage and improve operational performance.*
- *Communicate with users for app-related notifications or updates.*
- *Monitor compliance with internal policies and procedures.*

3. Sharing Your Information

We do not share your personal data with third parties, except:

- *Service Providers: We may share information with third-party service providers that perform services on our behalf, such as data storage or analytics providers.*
- *Legal Requirements: If required by law, we may disclose your information to comply with a legal obligation or in response to valid requests from public authorities.*

4. Data Security

We use administrative, technical, and physical security measures to protect your personal data. However, no method of data transmission over the internet is completely secure. While we strive to protect your information, we cannot guarantee its absolute security.

5. Retention of Data

We will retain your personal data only for as long as necessary to fulfill the purposes outlined in this Privacy Policy, comply with legal obligations, resolve disputes, and enforce our agreements.

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6. Your Rights

Depending on your jurisdiction, you may have the following rights regarding your personal data:

- *Access: You can request access to the data we hold about you.*
- *Correction: You can request that we correct any inaccurate or incomplete data.*
- *Deletion: You can request that we delete your data, subject to certain legal exceptions.*

7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. When we do, we will notify you by updating the "Effective Date" at the top of this page. We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting your information.

8. Contact Us

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

RGS Cleaning Ltd
Contact information below

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