

HÜSE Privacy Policy

Effective Date: 1st July 2025

1. Introduction

HÜSE ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy explains how HÜSE collects, processes, stores, and protects the personal and organizational data you provide through WhatsApp and the proprietary HÜSE App.

2. Data Collection and Usage

HÜSE collects the following types of data:

- Employee attendance data (timestamps of entry and exit)
- Daily task summaries provided by employees
- Task assignment details and status updates
- Employee contact and profile information
- SOP execution data

This data is used solely for operational functionalities, including:

- Attendance tracking
- Task management
- Report generation (e.g., KRAs)
- Employee directory management
- Operational workflow optimization

3. Data Ownership and Privacy

Client organizations retain ownership and control of their data. HÜSE does not sell, distribute, or disclose data to third parties.

Clients may store data on private servers or configure HÜSE to process data temporarily and delete it immediately after report generation.

4. Explicit Consent and Withdrawal

Users provide explicit consent for data collection upon accessing and utilizing HÜSE services. Users have the right to withdraw consent at any time by contacting their organization's administrator or directly contacting HÜSE support.

5. Security and Compliance

We implement robust security measures, including data encryption, secure storage, regular security audits, and access control policies, to protect data against unauthorized access,

alteration, or disclosure. In the event of a data breach, HÜSE will notify affected clients promptly, complying with international privacy standards, including GDPR.

6. Data Retention

HÜSE retains data only as long as necessary for operational processing, report generation, and analytical purposes, unless otherwise directed by client configurations. Clients may specify data retention periods and request deletion of data as required.

7. Third-Party Integrations

HÜSE integrates with WhatsApp Business API and other client-approved third-party services. Data shared through these integrations is strictly limited to operational requirements and compliant with relevant privacy standards.

8. Data for Predictive Modeling

HÜSE may use anonymized and aggregated data to develop predictive analytics aimed at improving operational efficiency. Individual users or specific organizations will not be identifiable in these models.

9. User Rights

Under GDPR, users have the following rights:

- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restrict processing
- Right to data portability
- Right to object

Users may exercise these rights through their organization's administrator or by directly contacting HÜSE support.

10. User Access and Permissions

Access to HÜSE services is managed via WhatsApp numbers and proprietary app login credentials, based on organizational roles and permissions defined by the client.

11. Amendments and Updates

HÜSE reserves the right to update this Privacy Policy periodically. Clients will receive advance notification regarding significant changes.

12. Contact

For any questions regarding this Privacy Policy, please contact us at info@huse.ai