

Privacy Policy for Atlas

1. Introduction

This Privacy Policy applies to the internal Work Order application (Atlas) used by staff members of Perret & Associates. This policy outlines how we collect, use, disclose, and protect your personal information when you use the Application.

2. Information We Collect

We may collect the following types of information:

- Personal identifiers (e.g., name, employee ID)
- Contact information (e.g., email address, phone number)
- Work-related information (e.g., department, job title)

3. How We Use Your Information

We use the collected information for the following purposes:

- To manage and process work orders
- To improve the functionality and user experience of the Application
- To generate reports and analytics for internal use
- To ensure the security and integrity of the Application

4. Data Sharing and Disclosure

Your information is only accessible to authorized personnel within Perret & Associates on a need-to-know basis. We do not share your personal information with external parties unless required by law.

5. Data Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction.

6. 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.

7. Your Rights

You have the right to:

- Access the personal information we hold about you
- Request correction of inaccurate or incomplete information
- Request deletion of your personal information, subject to our legal obligations

To exercise these rights, please contact the IT department or Human Resources.

8. Changes to This 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 the Application's main page.

9. Contact Us

If you have any questions about this Privacy Policy, please contact admin@perretatlas.com.

Last updated: 8/12/2024