ZKTeco Privacy Policy

This Privacy Notice and Policy is incorporated into the ZKTeco Information Security Policies document and the Service Level Agreements. Capitalized terms used herein shall have the definition attributed to them in our Service Level Agreement unless otherwise specified herein. A copy of our legal notices can be found at http://workdayclocks.com/privacy-policy.html and http://workdayclocks.com/safe-harbor-policy.html

This Website (www.workdayclocks.com) is operated by ZKTeco, LLC, a New Jersey corporation, and its corporate affiliates (collectively, “ZKTeco”, “we”, “us”, or “our”). At ZKTeco, we know that your privacy is of the utmost importance to you. Accordingly, we treat your information confidentially and are committed to protecting your privacy and your personally identifiable information (“Personally Identifiable Information”).

ZKTeco complies with the requirements of the US-EU Safe Harbor Framework established by the US Department of Commerce with respect to Personally Identifiable Information within the scope of ZKTeco’s Safe Harbor requirements for Personally Identifiable Information that is transferred from the European Economic Area to the United States. ZKTeco adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access and enforcement with respect to such Personally Identifiable Information. Read more about ZKTeco’s Safe Harbor Privacy Policy.

By providing your Personally Identifiable Information via this Website, you consent to the use of that information in accordance with this Privacy Notice and Policy. Please read this Privacy Notice and Policy carefully, so that you are fully informed about our privacy policies. If you have any questions concerning this Privacy Notice and Policy, please e-mail us at privacy@zktechnology.com. This Privacy Policy details how we safeguard the privacy of our on-line users on www.workdayclocks.com and does not apply to information that may be collected by us off-line or via other ZKTeco websites.

Information Collection and Use by ZKTeco

Some of the information we collect on this site is considered private and personal. The Personally Identifiable Information that we collect from you includes, for instance, personal information, and demographic information submitted to ZKTeco, including without limitation: names, addresses, email addresses, phone numbers, preferred communication methods, user names, and passwords. This Personally Identifiable Information personally identifies you and is used by ZKTeco for the following purposes:

• We may send you requested information on our products and services;
• We may provide you with information about new products and services;
• If you are currently using ZKTeco products or services and request support, we may use your Personally Identifiable Information to provide support in connection with your use of the ZKTeco products;
• We may use your Personally Identifiable Information for marketing purposes and market research;
• We may use your Personally Identifiable Information to internally administer this website and to help us improve our services; or
• We may use your Personally Identifiable Information to comply with applicable laws or regulations.

ZKTeco also collects Non-Personally Identifiable Information from Users of the Services, including without limitation: Internet protocol addresses, profile information, aggregate User-data, demographic information, geographical information, browser types, operating system types, Website browsing history, and Website usage statistics. This Non-Personally Identifiable Information is used to manage the Website, track Website usage, and improve the Services. This Non-Personally Identifiable Information may be shared with third-parties to provide more relevant services and Third Party Content to users. User IP addresses may also be recorded for security and monitoring purposes.

ZKTeco is the sole owner of all information collected in conjunction with the Services, including both Personally Identifiable Information and Non-Personally Identifiable Information. For those outside of the United States, you hereby consent to have
your personal data transferred to and processed in the United States. Any misuse or improper collection of information provided to ZKTeco is a violation of ZKTeco’s policies and should be reported to privacy@zktechnology.com.

Except as otherwise described in this Privacy Notice and Policy, or where a User is expressly informed otherwise, we do not sell, rent, share, trade, or give away any Personally Identifiable Information to any third parties.

Notwithstanding any other provisions of this Privacy Notice and Policy, ZKTeco reserves the right to transfer both Personally Identifiable Information and Non-Personally Identifiable Information to a successor in interest that acquires rights to that information as a result of a transfer or sale of ZKTeco, the business related to the Services, or substantially all of ZKTeco’s assets, to that successor in interest. In addition, we may share both Personally Identifiable Information and Non-Personally Identifiable Information with our authorized service providers.

Permitted and Required Uses and Disclosures That May Be Made Without Your Consent, Authorization, or Opportunity to Object

There are other circumstances in which we may have to use or disclose your protected Personally Identifiable Information, even without your consent or authorization. These situations include:

Disclosure Required By Law: We may use or disclose your Personally Identifiable Information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

Legal or Administrative Proceedings or Investigations: We may disclose Personally Identifiable Information in the course of any judicial or administrative proceeding or investigation, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process or request.

Law Enforcement: We may disclose Personally Identifiable Information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include requests: (1) pursuant to legal processes or as otherwise required by law; (2) for limited information for identification and location purposes; (3) pertaining to potential victims of a crime; (4) relating to suspicion that a death has occurred as a result of criminal conduct; (5) in the event that a crime occurs at ZKTeco; or (6) relating to a medical emergency (not at ZKTeco) and it is necessary to alert law enforcement regarding a potential crime.

Enforcement of Agreement: Consistent with applicable federal and state laws, we may disclose your Personally Identifiable Information to enforce this Agreement and to protect our rights herein.

Use of Cookies

ZKTeco may use cookies to store User’s preferences and to record Services session information. A cookie is a piece of data stored on the User’s computer tied to information about the User. At our discretion, we may use both “session ID cookies” and “persistent cookies.” More specifically, we may use session ID cookies to confirm that Users are logged in thereby making it easier for users to navigate our Services. These cookies terminate once the User closes the browser. A persistent cookie, on the other hand, remains on the hard drive for an extended period of time. Note also that on some Internet browsers, Members may optionally use a cookie to remember their e-mail address in order to automatically log in to the Website. Each browser is different, but a User can remove persistent cookies by following directions provided in the Internet browsers’ “help” file. Please note that, if a User rejects cookies or disable cookies in his or her web browser, some features of the Website may not work.

We do not and will not use cookies to collect Personally Identifiable Information from any User of the Website which they did not intentionally submit to us, other than as stated in this Privacy Notice and Policy. Please note that ZKTeco may allow third parties that are presenting Third Party Content on some of our pages to set and access their cookies on a User’s computer. Third Party Content provider’s use of cookies is subject to their own privacy policies, not this Privacy Notice and Policy.
Links
ZKTeco's website may contain links to other websites, including links that are placed there by ZKTeco, such as links to third party resources. Please be aware that ZKTeco is not responsible for the privacy policies or practices on other websites. We encourage all Users of the Website to be aware of when they leave our Website, and to read the privacy policies of each and every website that collects your personal information. Our Privacy Notice and Policy only governs information collected on the Website.

Correcting/Updating or Removing Information
Users may request to modify or remove most of their Personally Identifiable Information at any time by contacting ZKTeco at privacy@zktechnology.com. Removed information may persist in backup copies of the Website indefinitely, but such information will continue to be protected under the terms of this Privacy Notice and Policy.

Third Party Content
Third Party Content appearing on the Services may be delivered to Users by ZKTeco or one of our Third Party Content providers. In addition, our Third Party Content providers may set cookies. These cookies allow Third Party Content servers to recognize a User's computer each time the Third Party Content servers send online Third Party Content. This information allows Third Party Content providers to deliver targeted Third Party Content that they believe will be of most interest to the Users. They also allow Third Party Content providers to measure the effectiveness of their Third Party Content and to personalize their Third Party Content. In this way, Third Party Content servers may compile information, for instance, about where individuals using a computer or browser saw certain Third Party Content and about what Third Party Content is clicked. ZKTeco does not have access to, or control over, the cookies that may be placed by Third Party Content providers. Third Party Content providers have no access to a User's Personally Identifiable information stored with ZKTeco unless the User chooses to share it with them. This Privacy Notice and Policy covers only the use of cookies or other tracking technologies by ZKTeco and does not cover the use of cookies by any Third Party Content providers.

Security
ZKTeco implements commercially reasonable security measures designed to protect your Personally Identifiable Information.

Privacy Notice and Policy Subject to Change
From time to time we may make changes to our Privacy Notice and Policy, and we reserve the right to change our Privacy Notice and Policy at any time. If we make changes, we will post them on the Website. Unless stated otherwise, our current Privacy Notice and Policy applies to all Personally Identifiable Information. Your continued access or use of the Services after any such changes constitutes your acceptance of the new Privacy Notice and Policy.

Contact Us
Please notify us if you believe your privacy rights have been violated by us. We will not retaliate against you or you for the filing of such a complaint. You may reach our privacy contact at privacy@zktechnology.com. Our privacy contact can provide further information about this Privacy Policy and Notice and the policies and procedures set forth herein.

Date of Last Revision: July 1, 2015