Privacy Policy

Metropolitan Software, Inc.
V2.1; Modified: 1/1/2025

Metropolitan Software does not sell, share, or disclose any data collected or used by Attendance Counts to any government or third-party organizations, other than our own service providers and hosting centers necessary to support our infrastructure, unless explicitly authorized by a client. We are committed to safeguarding and protecting the privacy of all personal data, as per this policy.

1. What Information we collect:

- Name, employee number, hire date, employment status, department, payclass, schedules, punches, and other timecard data. If using the eSig feature, and so authorized, we may collect email address, and SMS numbers entered directly into Attendance Counts
- User account credentials (username, password, access creds).
- We do *not* collect: pay data, wage information, social security numbers, addresses or other PII not mentioned above.

2. How We Use Your Information

- Provide, maintain, and improve the Service.
- Calculate attendance data, generate alerts, send notices (if opted-in)
- If using the eSig feature, we will allow you build an "address book" of recipients optionally containing email addresses and SMS numbers.
- Communicate with you (support, updates, if opted-in).
- Ensure system security and prevent fraud or abuse.
- Comply with legal obligations.

3. Sharing Your Information

We do **not sell or share** your personal information with government or third-party organizations, except in the following cases:

- **Service providers** who support our infrastructure (e.g., hosting centers, Email service providers, payment processors).
- **Legal authorities**, if required by law or to protect our rights.

4. Data Retention

We retain your information as long as your account is active or as needed to provide the Service. We may also retain and use information as necessary to comply with legal obligations, resolve disputes, and enforce agreements.

5. Your Rights and Choices

Depending on your jurisdiction, you may have rights to:

- Access, update, or delete your personal data.
- Object to or restrict data processing.
- Withdraw consent at any time (if processing was based on consent).
- Export your data (data portability).

To exercise your rights, contact us at **[your contact email]**.

6. Data Security

We implement appropriate technical and organizational measures to protect your information from unauthorized access, loss, misuse, or alteration. However, no method of transmission or storage is 100% secure.

9. Changes to This Policy

We may update this Privacy Policy from time to time. When we do, we will revise the "Modified Date" above. Continued use of the Service after changes means you accept the revised policy.

10. Contact Us

If you have any questions about this Privacy Policy or your data, please contact us at: 800-652-1329 or **sales@metsoft.com**