



# Privacy Statement of Clock-In/Out System for Eureka Teachers

**Last updated:** 9 Sep 2025

This Privacy Statement explains how the “Clock-In/Out System” (the “App”), developed by Eureka, collects, uses, stores, and protects your information when you use the service. By using the App, you agree to the practices described below.

## 1. Scope of Users

The App is designed **exclusively for Eureka Teachers** who are employed under Eureka’s teaching service arrangements.

- Only authorized Eureka Teachers may use the App to clock in and out of designated schools/sites.
- The App is not intended for students, parents, or any other external parties.
- Usage outside this defined scope is strictly prohibited.

## 2. Information We Collect

When you use the App, we collect the following information to support attendance validation:

- Date and time of clock-in and clock-out actions.
- Your name, school name and token, obtained from the QR code you scan.
- Geolocation data, required to validate that the clock-in/out occurs within the assigned school boundary.

### **3. How We Use The Information**

The collected information is used solely for the following purposes:

- Recording teacher attendance (clock-in and clock-out).
- Validating attendance accuracy using location and time records.
- Generating attendance reports for authorized administrators.

We do not use your information for marketing or any other purposes.

### **4. How We Store The Information**

- All attendance data is securely stored in Google Sheets within our organization's Google Workspace environment.
- Access to stored data is restricted to authorized Eureka administrators only.
- Internal access is logged and monitored to prevent unauthorized use.

### **5. Sharing of Information**

- We do not sell, rent, or disclose your information to any external third party.
- Information is used strictly for internal use.

### **6. Data Retention**

- Attendance records are retained for two years to support Eureka's operational needs, reporting requirements, and compliance obligations.
- When a teacher's engagement with Eureka ends, their attendance records will be securely removed from the system, unless retention is required for legal, regulatory, or audit purposes.
- Eureka will periodically review stored records to ensure data is not retained longer than necessary.

### **7. Security**

We implement industry-standard security practices to protect your information:

- Google Workspace protections, including encryption and access management.

- Internal administrative controls to prevent unauthorized data access or misuse.

## **8. Contact Us**

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

 Email: [info@eurekahk.net](mailto:info@eurekahk.net)