

Privacy policy

We lay utmost importance to the privacy rights of our Users and those of candidates whose information is shared by our Users while availing our Services. We are fully compliant with the ***European General Data Protection Regulations*** and our Privacy Policy has been updated accordingly. We are also in compliance with the ***Indian Information Technology Act, 2000*** and other applicable laws.

We at HRtray (“**HRtray**”, “**we**”, “**our**” or “**us**”) take the privacy of our users (“**User**”, “**you**” or “**your**”) seriously and take appropriate measures to safeguard it. This privacy policy (“**Privacy Policy**”, “**Policy**”) describes the manner in which HRtray collects, stores, uses, discloses, alters your personally identifiable information, the measures we take to protect your personally identifiable information (“**PII**”) and your choices and rights regarding our use of PII collected during your usage of our Site and the Services provided by HRtray. Any capitalized terms used but not defined in this Privacy Policy shall have the meaning ascribed to such term in the Terms of Service.

The purpose of this Policy is to ensure that:

1. You are aware of and have complete control over what PII you provide to HRtray, and the how the same is being used by HRtray while providing you with our Services;
2. You are at all times aware of the rights available to you with respect to your PII;
3. The information provided by you on the Site is processed, stored, and used in accordance with the applicable laws, including with respect to maintaining appropriate data protection and privacy infrastructure.

By registering for, using or accessing our Services, you acknowledge that this Privacy Policy is part of our Terms of Service, and agree to the practices described in this Policy. Please read the Policy carefully. If you do not agree to be bound by such terms and conditions, you are not authorized to access or use the Services.

1. INFORMATION WE MAY COLLECT

The HRtray Services gather certain information automatically, some of which may be considered personal information under applicable law. We may collect, among other things, the following types of information: Name, address (including billing and shipping address), telephone number, email address, fax number, professional information, such as employer or organizational affiliation for a customer or partner, payment or financial information for billing purposes, screen name, screen sharing views, at the request of customers, for support and quality assurance (“**QA**”) purposes, any data in any files uploaded, emailed or otherwise provided by customers for support and QA, operating system type and version,

web server type and version, database type and version, unique IDs such as a cookie placed on a computer or mobile device, or device IDs, IP address or MAC address, and information derived from an IP or MAC address, such as geographic location, browsing activities, cookies and similar data, and platform or mobile application use data, referring domain, destination domain and destination path, geolocational data, including latitudinal and longitudinal data, user IDs and passwords for customers with accounts on the HRtray Services, information about the performance, security, software configuration and availability of our software on your servers and network, website user statistics and website and portal use and viewing activity records, communication preferences and other similar information.

2. USE OF INFORMATION

HRtray Services may use the information, including personal information, collected in connection with the HRtray Services for the purpose of providing the Services to our customers, as well as for supporting our business functions, such as fraud prevention, marketing, analytics and legal functions, and other legitimate purposes.

To the extent permitted by applicable law and, for customer data, as permitted by our customer agreements, we may use information collected in connection with our Services:

- To operate the HRtray Services and provide support.
- To fulfill customer requests, such as to create a HR Tary Services account or complete customer purchases.
- To communicate with our customers; to inform customers and users of products, programs, services and promotions.
- To send customers information regarding the HRtray Services and issues specifically affecting HRtray Services.
- To respond to reviews, comments, or other feedback provided to us.
- To support and personalize our Services, websites, mobile services, and advertising.
- In the case of server logs, to help us statistically monitor how many people are using our site and for what purpose.
- To protect the security and integrity of our Services, content, and our business.
- To provide support

- For benchmarking, data analysis, audits, developing new products, enhancing the HRtray Services, facilitating product, software and applications development, improving our services, conducting research, analysis, studies or surveys, identifying usage trends, as well as for other analytics purposes.
- To meet our contractual requirements, to comply with applicable legal or regulatory requirements and our policies, and to protect against criminal activity, claims and other liabilities.
- For any other lawful purpose for which the information is provided.

Aggregate Information. To the extent permitted by applicable law, we may use, process, transfer, and store any data about individuals and customers or partners in an anonymous (or pseudonymous) and aggregated manner. We may combine personal information with other information, collected online and offline, including information from third party sources. We may also use information in other ways with consent or as permitted by applicable law. By using the HRtray Services, our customers agree that we are hereby licensed to collect, use, share and store anonymized (or pseudonymized) aggregated data collected through the HRtray Services for benchmarking, analytics, A/B testing, metrics, research, reporting, machine learning and other business purposes.

Automated Decisions. To the extent permitted by applicable law, we may collect data in an automated manner and make automated decisions, including using machine learning algorithms, about individual users of the HRtray Services in order to provide or optimize the HRtray Services offered and/or delivered, for security or analytics purposes, and for any other lawful purpose. In some cases, the automated decision-making is used in connection with responses to inquiries that are formulated by our customers; although certain of those inquiries may be necessary for the performance of the applicable customer's contract, we do not control either the content or use of those inquiries or the applicant responses.

3. SHARING OF INFORMATION

To the extent permitted by applicable law, HRtray may share and disclose information, including personal information, as set forth below:

We may share information with our customers and their service providers and other platforms that may assist those customers. We may share information with our affiliates or any business partners or agents acting on our behalf. We may share information with our service providers, agents, vendors and other third parties we use to support and advertise the HRtray Services and our business.

To the extent permitted by applicable law, we may share information with third parties for marketing, advertising, promotions, contests, or other similar purposes.

We may share, disclose or transfer information to a buyer, investor, new affiliate, or other successor in the event HRtray, or any affiliate, portion, group or business unit thereof, undergoes a business transition, such as a merger, acquisition, joint venture, consolidation, reorganization, divestiture, liquidation or dissolution (including bankruptcy), or a sale or other transfer of all or a portion of any assets of HRtray or any affiliates or during steps in contemplation of such activities (e.g., negotiations and due diligence).

We may share information with legal, governmental, or judicial authorities, as instructed or required by those authorities or applicable laws, or to comply with any law or directive, judicial or administrative order, legal process or investigation, warrant, subpoena, government request, regulatory request, law enforcement or national security investigation, or as otherwise required or authorized by law.

We may also share information if, in our sole discretion, we believe disclosure is necessary or appropriate to protect the rights, property or safety of any person, or if we suspect fraud or other illegal activity,

4. COOKIES

Our website uses “cookies”, a technology that installs information on a website user’s computer to permit the website to recognize future visits using that computer and enhance your user experience. We uses your “cookie” information to recognize you as a previous user of the website. You may choose to decline cookies if your browser permits, but doing so may affect your use of the website and your ability to access certain website features or engage in transactions through the website. A cookie does not tell us your individual identity unless you have chosen to provide it to us. Most cookies expire after a defined period of time.

5. DATA storage

To the extent permitted by applicable law, we may retain information for as long as the account of the customer for whom we collected the information is active, for at least six (6) months thereafter, or as long as is reasonably necessary to provide the HRtray Services or as needed for other lawful purposes. We may retain cached or archived copies of information. We may retain anonymized or pseudonymized, aggregated data indefinitely,

to the extent permitted under applicable law. We may be required to retain some data for a longer period of time because of various laws and regulations or because of contractual obligations. We also will retain information as long as reasonably necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

6. CHOICES AND OPT-OUT

To the extent required by applicable law, or in our discretion otherwise, we will allow customers and individuals to limit use of personal information. If at any time after providing us with your personal information such information changes or you change your mind about receiving information from us, you may request access to your data or that your data be changed.

If you no longer wish to receive our communications, you may opt-out of receiving them at any time by following the instructions included in each communication, by going to our Unsubscribe page at

8. EMPLOYMENT OPPORTUNITIES

We provide you with a means for submitting your resume or other personal information through our website or Services for consideration for employment opportunities at HRtray. Personal information received through resume submissions will be kept confidential. We may contact you for additional information to supplement your resume, and we may use your personal information within HRtray, or keep it on file for future use, as we make our hiring decisions.

9. THIRD PARTY SITES

The HRtray Services may provide links to other websites or resources over which HRtray does not have control (“External Web Sites”). Such links do not constitute an endorsement by HRtray of those External Web Sites. You acknowledge that HRtray is providing these links to you only as a convenience, and further agree that HRtray is not responsible for the content of such External Web Sites. Your use of External Web Sites is subject to the terms of use and privacy policies located on the applicable External Web Site. We encourage you to be aware when leaving our Services and to read the privacy statements of External Web Sites that collect your personal information.

10. SECURITY

To prevent unauthorized access or disclosure, to maintain data accuracy, and to ensure the appropriate use of personal information, we employ procedural and technological measures that are reasonably designed to help safeguard the information we collect. Only authorized HRtray personnel have access to the personal information, including server logs and cookie utilization data that we collect. These individuals are required to follow strict security policies and procedures. HRtray may use encryption, secure socket layer, firewall, password protection and other physical and logical security measures to help prevent unauthorized access to such. HRtray may also place internal restrictions on who in the company may access data to help prevent unauthorized access to such information.

11. CHILDREN

We recognize the importance of protecting the privacy and safety of children. The HRtray Services are not intended for children under 16 years of age. We do not knowingly collect personal information from children under 16. Anyone under 16 should not use the HRtray Services.

12. INTERNATIONAL DATA TRANSFERS

The HRtray Services may be provided using resources and servers located in various countries around the world, including the United States and other countries. Therefore, personal information about individuals or customers may be transferred, processed and stored outside the country where the (HRtray) Services are used, including to countries outside the European Union (“EU”), European Economic Area (“EEA”) or Switzerland, where the level of data protection may not be deemed adequate by the European Commission.

14. QUESTIONS, COMPLAINTS AND DISPUTES

If you have any questions about this Privacy Policy, or our collection, use, sharing or storage of information about you, you can contact us by email at, or write to the following address:

HRtray Address

YOU AND WE AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR OUR INDIVIDUAL CAPACITY AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.

15. PRIVACY POLICY UPDATES

HRtray may update this Privacy Policy from time to time in our sole discretion to reflect changes to our information and privacy practices. HRtray will post any updated Privacy Policy on this page at <https://www.hrtray.com/privacy-policy> or in the HRtray Services, or with any notice to individual users if required by applicable law. Continued use of the HRtray Services after any such modifications constitutes acceptance to any such modified Privacy Policy. HRtray encourages you to review this Privacy Policy regularly for any changes. The date of last revision is shown at the “*Last Updated*” legend at the top of this page.

If you have any questions regarding our Privacy Policy, the practices of this site, or your dealings with us, please feel free to email us at