



Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to Hart Halsey LLC, which operates under the names of “Jivasoft” and “Extra Duty Solutions” and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Jivasoft include jivasoft.com, workoffduty.com, extradutysolutions.com, Hart Halsey LLC and Extra Duty Solutions. Jivasoft operates various computer servers accessible through the Internet in order to provide scheduling, time-keeping and off-duty employment administration to public and private entities. By accessing these servers through the Internet, by way of websites or remote login to the server(s), you consent to the data practices described in this statement. This Privacy Policy applies to all customers of Jivasoft, customers of customers of Jivasoft and all persons and entities whose personal information is entered into the software operated by Jivasoft on its servers by any party authorized to access the software.

Collection of your Personal Information

In order to utilize Jivasoft’s software, you or your employer may enter personally identifiable information about you into the information systems operated by Jivasoft on its servers, such as your:

- First, Last and Middle Name
- Mailing Address
- Email Address
- Phone Number(s)
- Work Schedule
- Employee and/or Badge Number
- Job Assignments
- Off Duty Work Assignments
- Gender
- Date of Birth
- Date of Hire

We do not collect any personal information about you unless you or your employer voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on our servers. These may include registering your email address or mobile phone number in order for us to authenticate your identity and to communicate with you in the course of providing services to you and your employer. We also may gather additional personal or non-personal information in the future.

Use of your Personal Information

Jivosoft collects and uses your personal information to operate the services that it provides to you and your employer under a license granted by Jivosoft to your employer.

Jivosoft may also use your personally identifiable information to inform you of other products or services available from Jivosoft and its affiliates.

Sharing Information with Third Parties

Jivosoft does not sell, rent or lease personal information to third parties.

Jivosoft may share data with trusted partners to help perform statistical analysis, send you email or text messages, provide customer support, or deliver other services for you or your employer. All such third parties are prohibited from using your personal information except to provide these services to Jivosoft, and they are required to maintain the confidentiality of your information.

Jivosoft may share data about you with your employer who is Jivosoft's customer or is a customer of Jivosoft's customer.

Jivosoft may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Jivosoft; (b) protect and defend the rights or property of Jivosoft; and/or (c) act under exigent circumstances to protect the personal safety of users of Jivosoft's software and services, or the public.

Automatically Collected Information

Information about your computer hardware and software may be automatically collected by Jivosoft. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of Jivosoft's servers and software.

Security of your Personal Information

Jivosoft secures your personal information from unauthorized access, use or disclosure. Jivosoft uses the following methods for this purpose:

- SSL Protocol
- Password Hashing and/or Encrypted Storage

If personal information is transmitted to other websites or third parties, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity and privacy of any and all information and data exchanged between you and use or your employer and us through access to our Servers, Websites and other electronic services cannot be guaranteed.

Children Under Thirteen

Jivasoft does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to access any Website, Server or Electronic Service operated by Jivasoft.

Email and Text Message Communications

From time to time, Jivasoft may contact you via email or text message for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communications.

If you would like to stop receiving email or text message communications from Jivasoft, you may opt out of such communications by changing your contact preferences in your profile on the web or mobile application(s) through which you access the software and services provided by Jivasoft.

External Data Storage Sites

We may store your data on servers provided by third party hosting vendors with whom we have contracted.

Changes to this Statement

Jivasoft reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our site, and/or by updating our privacy information on this page. Your continued use of the software and/or services available through this site after such modification will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

Jivasoft
P.O. Box 780632
San Antonio, TX 78278

Email Address:
info@jivasoft.com

Telephone Number:
956-723-8200

Effective as of July 1, 2019