



Privacy Policy

Introduction

AIU Ltd ("we", "our", "us") is dedicated to safeguarding your privacy. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information. By using our services, you agree to the terms of this Privacy Policy.

Information We Collect

We may collect personal information that you provide directly to us, including but not limited to:

- Name
- Email address
- Phone number
- Address
- Payment information
- Driver's License
- Working with Children Certification
- Any other information you choose to provide and/or that we may require as part of your role.

Usage Data We collect information automatically about your interaction with our services, including:

- IP address
- Browser type and version
- Pages you visit
- Time and date of your visit
- Time spent on those pages
- Other diagnostic data

Cookies and Tracking Technologies

We use cookies and similar tracking technologies to track the activity on our services and store certain information. Cookies are files with small amounts of data which may include an anonymous unique identifier.

How We Use Your Information

We use the information we collect for various purposes, including to:

- Provide and maintain our services
- Process transactions and send related information
- Communicate with you, including responding to your inquiries and providing customer

support

- Personalise your experience and provide tailored content and features
- Monitor and analyse trends, usage, and activities in connection with our services
- Improve our services and develop new products, services, and features

Comply with legal obligations and protect our rights

Disclosure of Your Information

We may share your personal information with:

Legal Requirements: We may disclose your personal information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).

Security of Your Information

We are committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorised access, use, or disclosure.

Your Data Protection Rights

Depending on your location, you may have the following rights regarding your personal information:

- Access: You have the right to request access to your personal information.
- Rectification: You have the right to request that we correct any personal information you believe is inaccurate.
- Erasure: You have the right to request that we erase your personal information, under certain conditions.
- Restriction of Processing: You have the right to request that we restrict the processing of your personal information, under certain conditions.
- Data Portability: You have the right to request that we transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy to BrightHR. You are advised to review this Privacy