



OnSiteNow – Privacy Policy

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1. Who We Are

OnSiteNow Limited (“we”, “us”) develops a check-in platform used by businesses to record on-site attendance. Our principal place of business is Christchurch, New Zealand.

2. What Information We Collect

- Account data: name, work email, company.
- Check-In Data: employee photo, GPS lat/long, timestamp, device meta.
- Usage data: log files, error traces.
- Cookies: session ID, CSRF token.

3. Lawful Basis

We process personal information on the basis of:

- Legitimate interests – providing attendance software to employers;
- Contract – delivering services under a subscription;
- Consent – where employees voluntarily check in and allow camera/GPS.

4. How We Use Information

- register users and authenticate sessions;
- create verifiable attendance logs;
- generate CSV exports & analytics;
- provide support and product updates.

5. Disclosure

We do not sell personal data. We may share it only with:

- hosting providers in NZ/AU;
- payment processors (Starter payments only);
- where legally required (e.g. lawful request by NZ Police).

6. International Transfers

Cloud data is stored in NZ or AU. If data is transferred outside these regions it will be protected by contractual clauses equivalent to NZ Information Privacy Principle 12.



7. Retention

Default retention is 24 months from collection. Customers may configure shorter or longer periods in settings. Back-ups are destroyed 30 days after deletion.

8. Security

- AES-256 at rest; TLS 1.2+ in transit;
- role-based access control;
- annual penetration test & quarterly vulnerability scan.

9. Your Rights

Under the NZ Privacy Act 2020 & AU Privacy Act 1988 you may:

- request a copy of your data;
- ask for correction or deletion;
- complain to the NZ Privacy Commissioner or OAIC (Australia).

10. Cookies

We use first-party cookies for authentication and aggregated analytics (Matomo). No third-party advertising cookies.

11. Changes

We may update this notice; significant changes will be posted on osn.nz and emailed to account owners 14 days in advance.

12. Contact

privacy@onsitenownz@gmail.com