

Nocla Privacy Policy

The following information explains the type of information being collected by Nocla Data Assistant and how it is used.

What is collected:

When a user account is first created, the id, username, position title, and shift are issued by a database administrator and considered intellectual property of Nocla. Every other item pertaining to the account is hereby in ownership of the user. These items are as follows:

- Password
- Photo Image
- First Name
- Last Name
- Email Address

If, at any time, the user would like to revoke sharing these items with Nocla they may submit a help ticket to have this information removed. In addition, the device number is collected during application startup. Finally, any input made for messages, activity logs, sample times, or raw materials will be collected by the user and are considered property of Nocla. These aforementioned items cannot be removed, but an alteration may be requested with reasonable evidence.

How it is used:

Other than the device number, all collected items are stored in a remote location that can be used for retrieval during the application's execution. The device number is temporarily stored for account verification purposes. Only the password is encrypted

and strictly used for account recognition. User's have read access to their id, username, position title, and shift as well as read/write access to their password, email, name, and photos. As mentioned in the previous section, the user may submit a help ticket to have the read/write information removed. Having this information removed will flag their account as inactive.

Inputs from messages, activity logs, and raw materials have strict read-only access. Inputs of sample times have read/write access. As mentioned in the previous section, these inputs can be changed at the request of a help ticket with reasonable evidence.

What is shared:

Information items are considered shared when any third-party, including other Nocla Data Assistant users, have access to it. Items that are shared are as follows:

- Username
- First Name
- Last Name
- Photo
- Messages
- Activity Logs
- Sample Times
- Raw Materials

Please keep in mind that password and emails are NOT shared through Nocla Data Assistant. If you suspect that these two items are being shared to third-parties through Nocla Data Assistant, submit a help ticket immediately. Referring to the previous section, any accounts flagged as inactive will still have their message, activity log,

sample time, and raw material items shared. When third-parties access these items, the originator's username, first and last name will be displayed as "UNKNOWN" and a default photo owned by Nocla will be used. No social networks, marketing partners, or service providers will have access to any of the items listed in this document.