

Privacy Policy – Work6

Effective Date: 10 February 2026

Last Updated: 10 February 2026

Astea Solutions AD (“Astea Solutions”, “we”, “our”, or “us”) respects your privacy and is committed to protecting personal data. This Privacy Policy explains how we collect, use, and protect the personal information of users and employees through the **Work6** platform (the “Platform”).

Your privacy matters to us and we are committed to protecting your privacy and your personal information.

By using Work6, you agree to the terms of this Privacy Policy.

1. Information We Collect

We collect the following types of information:

1. Account Information

- Name, email, username, password, contact details, company information.

2. Employee Data

- Personal identification information (e.g., photo, name, email, phone).
- Employment details (e.g., job title, department, project allocation data).
- Leave and attendance information.

3. Usage Data

- IP addresses, browser type, device information, login timestamps, activity logs.

4. Third-Party Data

- Information from third-party integrations, such as users login, if connected to the Platform.
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2. How We Use Your Information

We use personal and employee data to:

- Provide and operate the Work6 Platform.
 - Manage employee records, leave, and projects allocation tracking.
 - Communicate important updates, notifications, or support information.
 - Improve our Platform and services.
 - Protect the security and integrity of the Platform.
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3. Legal Basis for Processing (GDPR)

Where applicable, we process personal data based on:

- **Consent** – when employees or users provide explicit consent.
 - **Contractual necessity** – to provide HR services.
 - **Legal obligations** – to comply with labor, tax, or other regulatory requirements.
 - **Legitimate interests** – to ensure Platform security, maintain records, and improve services.
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4. Sharing Your Information

We may share personal or employee data with:

- **Service providers** – e.g., cloud hosting, IT support.
- **Regulatory authorities** – where legally required.
- **Affiliates or partners** – only for Platform operations, with confidentiality agreements in place.

We do **not** sell or share personal or employee data to third parties.

5. Data Retention

- We retain personal and employee data only as long as necessary for HR management, legal compliance, and Platform operations.
 - Data may be securely deleted or anonymized after the retention period.
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6. Data Security

- We implement appropriate technical and organizational measures to protect data from unauthorized access, disclosure, alteration, or destruction.
 - Users are responsible for maintaining the confidentiality of their login credentials.
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7. User Rights (GDPR)

We are not the Controller of the data entered by our Clients in Work6. In this area, Astea Solutions is Processor at the request of the Client. The client is fully responsible for fulfilling legal obligations in their own company.

Users and employees have the right to:

- Access their personal data.
 - Request correction or updating of inaccurate information.
 - Request deletion of personal data where legally permissible.
 - Object to or restrict processing of personal data.
 - Withdraw consent at any time (without affecting the lawfulness of prior processing).
 - Lodge a complaint with a data protection authority.
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8. Cookies and Tracking

- Work6 may use cookies and similar technologies to improve user experience and track platform usage.
 - Cookies do not collect personal data outside the Platform or share it with third parties except for integrated services.
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9. Third-Party Links and Services

- The Platform may include links or integrations with third-party services.
 - Astea Solutions is not responsible for the privacy practices of third-party services. Users should review their privacy policies separately.
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10. Changes to This Privacy Policy

- We may update this Privacy Policy from time to time.
 - Updates are effective upon posting on the Platform.
 - Continued use of Work6 constitutes acceptance of the updated Privacy Policy.
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11. Contact Information

For questions or requests regarding this Privacy Policy or your personal data, please contact:

Astea Solutions AD

Platform: Work6

Email: work6@asteasolutions.com

Address: No. 8-10 Korab Planina Street, Sofia 1407, Bulgaria