Leave Tracker Privacy Policy

Privacy Policy effective starting date is November 12, 2026.

This Privacy Policy applies to personal information Leave Tracker (“we”, “us” or “our”) collect from visitors, registered users, and licensed users of our services, which are our Website (leavetracker.io), Cloud Services (software-as-a-service solutions) and Downloadable Products (downloadable software products and mobile applications).

This Policy describes how personal information is collected, for what purposes it is collected, how we share it, how we handle the content you place in our products and services, and how we secure this information.

Topics:

1. What is personal information
2. What personal information do we collect and how we do this
3. How we use your personal information
4. With whom do we share your personal information
5. Data retention
6. Data security
7. International data transfers
8. Automated decision-making
9. Your rights concerning your personal information
10. Changes to the Privacy Policy
11. Contact us

1. What is personal information

Personal Information is information about you that can be used alone, or combined with other information, to identify you personally. Personal Information is a broad concept and includes a wide range of information such as name, email address, mailing address, IP addresses and cookie identifiers. Personal Information does not include information that has been anonymized such that it does not allow for the identification of a specific individual. We collect Personal Information to operate effectively, and to provide you the best experiences with our services.

2. What personal information do we collect and how we do this

We, and our service providers, collect personal information in a variety of ways. If you choose not to provide us with personal information when requested, we may not be able to provide you with the information and/or services you have requested or otherwise fulfill the purpose(s) for which we have asked for the personal information. Aside from this, your visit to our websites will remain unaffected.

Leave Tracker for Jira Cloud (built on Atlassian Forge)

Leave Tracker for Jira Cloud runs on Atlassian's Forge platform. For this product:

- We store the following in Forge-hosted storage provided by Atlassian: Atlassian account IDs of your site's users, their display names, avatar URLs and Jira group memberships, the leave limits an administrator sets for a person, and the app's settings.

- Leave entries (vacations, sick days) are stored by Jira as worklogs on your Jira issues. They are your Jira data and are not copied by us.
- We do not copy this data to servers operated by us, and we do not send it to any third party. The product does not collect usage analytics.
- Operational logs, kept by the Forge platform, contain counts and technical identifiers only, not names or email addresses.

Personal Information you provide to us

Account and profile information

We collect Personal Information when you register for an account, modify your account profile, download and install our applications or subscribe to our service. Personal Information we collect may include your contact information (name, email address, telephone number, mailing address etc). You may provide this information directly when you enter it, or in some cases another user may provide it on your behalf.

If you are providing information (including Personal Information) about someone else, you confirm that you have the authority to act for that person, and to agree to this Privacy Policy. We do not request sensitive personal information.

We store all information you enter or provide to us and all content generated by you in our applications.

User content

If you create, input, submit, post, upload, transmit, and/or store information ("User Content") while using our services or applications, your Personal Information such as name, email address or other contact information will be associated with that User Content. For example, information regarding a problem you are experiencing with a Leave Tracker Service could be submitted to our Support Services or posted in our public forums. Any information, including Personal Information that you submit to our Websites could be visible to the public unless submitted to a secure area in the Website.

Personal Information we collect from your use of our services

The following two subsections (Log files and Analytics information from Cloud Services) describe our website and the legacy Connect-based Cloud Services. They do not apply to Leave Tracker for Jira Cloud running on Forge.

Log files

When you interact with our services, we generate log files to help us operate and improve our services. Web log files includes internet protocol (IP) addresses as well as browser type, internet service provider, URLs of referring/exit pages, operating system, date/time stamp, information you search for, locale and language preferences, identification numbers associated with your devices, your mobile carrier, and system configuration information. For our Cloud Services, the information we collect includes the URLs you accessed, usernames as well as elements of content (such as JIRA project names, project keys, status names etc) as necessary for the Cloud Services to perform the requested operations. Occasionally, we connect Personal Data to information gathered in our log files as necessary to improve our services for our customers.

Analytics information from our Website

We collect analytics information using cookies to help us operate and improve our website. The analytics information includes elements of content related to the function the user is performing. As such, the analytics information may include Personal Information.

Analytics information from Cloud Services

We collect analytics information when you use our Cloud Services to help us improve our services. The analytics information consists of the feature and function of the Leave Tracker Service being used, the associated account identifier and domain name, and the user id of the user who is using the feature or function, the sizes and original filenames of attachments, and additional information required to detail the operation of the function and which parts of the Leave Tracker Services are being affected.

Analytics information from Downloadable Products

We collect analytics information when you use our Downloadable Products to help us improve our services. Our Downloadable Products contain a feature that sends information about the Downloadable Products on your systems. Some of the information collected is related to your usage of our features and functions. Some of the information collected is related to the operating environment.

You can disable our collection of analytics information from Downloadable Products via the device system settings or by blocking collection at the local network level.

Cookies and other tracking technologies

We use various technologies to collect information. We also collect information using web beacons (also known as “tracking pixels”). Web beacons are electronic images that may be used in our Websites, Cloud Services or emails that help us to deliver cookies, count visits, understand usage and campaign effectiveness and determine whether an email has been opened and acted upon.

Opting out of cookies

Most internet browsers have a “Help” section that will tell you how to prevent your browser from accepting new cookies, how to make the browser notify you when you receive a new cookie and how to disable cookies altogether. To find out more about using your browser settings to control cookies you can visit www.allaboutcookies.org.

To control interest-based advertising from certain third-party advertising partners, you can learn more about opting out of receiving interest-based ads at optout.aboutads.info and www.networkadvertising.org/choices. You can also opt out of Google Analytics by installing Google's opt-out browser add-on, and opt out of interest-based Google ads using Google's Ads Settings.

Personal Information we collect from other sources

In order to provide you with certain services, we may obtain Personal Information from our third-party service providers to verify and confirm the information you have submitted.

3. How we use your personal information

When we use your personal information, it will be with your consent, or for one of two basic purposes: to operate our business and provide (including improving and personalizing) the products we offer, and to send communications, including promotional communications.

We use your information to provide and improve the products we offer and perform essential business operations. This includes operating the products, maintaining and improving the performance of the products, developing new features, conducting research and providing customer support. Examples of such uses include the following:

Providing the services and products. We use your information to carry out your transactions with us and to provide our products to you.

Customer support. We use your information to diagnose product problems, and provide other customer care and support services.

Product Improvement. We use your information to continually improve our products, including adding new features or capabilities.

Security, Safety and Dispute Resolution. We use your information to protect the security and safety of our products and our customers, to detect and prevent fraud, to confirm the validity of software licenses, to resolve disputes and enforce our agreements.

Business Operations. We use your information to develop aggregate analysis and business intelligence that enables us to operate, protect, make informed decisions, and report on the performance of our business.

Legal Obligations. We use your information as required by law.

Communications. We use your information to communicate with you and personalize our communications with you.

If your consent is the basis for our use of your personal information, then you have the right to withdraw your consent at any time. If you wish to withdraw consent, please email us in accordance with the “Contact us” section.

4. With whom do we share your personal information

Our third-party service providers

Some of the services we provide require the involvement of our third-party service providers, such as web hosting providers, application development, maintenance, virtual infrastructure (including storage and backup), payment processor providers, communications providers, customer relationship management providers, background check providers and software providers. We have carefully selected these third-parties and have taken steps to ensure that your Personal Information is adequately protected.

For Leave Tracker for Jira Cloud, Atlassian provides the hosting and storage infrastructure (Atlassian Forge). Atlassian processes this data under its own terms and security programs.

We do not share your Personal Information with third-parties for their marketing purposes (including direct marketing).

Compliance with laws and legal requests

We may disclose your Personal Information to a third-party if we believe that disclosure is reasonably necessary to comply with any applicable law, regulation, legal process or governmental request.

Protection of our services

We may disclose your Personal Information to a third-party, if we believe it is reasonably necessary to enforce our agreements, policies and terms of service, to protect the security or integrity of our products and services, to protect Leave Tracker, our customers or the public from harm or illegal activities, or to respond to an emergency which we believe in the good faith requires us to disclose information to assist in preventing the death or serious bodily injury of any person.

Business transfers

In the case of a sale, merger, consolidation, liquidation, reorganization, or acquisition, any acquirer will obtain your personal information subject to our obligations under this Privacy Policy.

With your consent

We will share your Personal Data with third-parties when we have your consent to do so.

5. Data retention

We retain your personal information for the length of time required for the specific purpose or purposes for which it was collected.

For Leave Tracker for Jira Cloud: the team snapshot is rebuilt from Jira regularly and holds only people currently on your site. Once a week the app reports the account IDs it stores to Atlassian's personal data reporting service; data about accounts that Atlassian reports as closed is erased, and data about changed profiles is refreshed. Per-user leave limits are kept until the account is closed or the app is uninstalled. When the app is uninstalled, Atlassian deletes the app's hosted storage. You can ask us to erase data earlier by emailing support@leavetracker.io.

6. Data security

We use reasonable organizational, technical and administrative measures to protect your Personal Information. Your Personal Information is limited to those who have a proper business need to access it, and those individuals will do so only in an authorised manner and will be subject to a duty of confidentiality.

Leave Tracker for Jira Cloud is hosted entirely on Atlassian's Forge platform, and its data is stored in Atlassian-hosted storage protected by Atlassian's security controls. Our website and the legacy Connect-based version of Leave Tracker are hosted in DigitalOcean data centers. DigitalOcean has numerous security certifications and we implement many further security controls to safeguard data.

Encryption

Where data is transferred over the Internet as part of a Website or Cloud Services, the data transmitted using industry standard HTTPS using TLS.

Where Downloadable Products are used, responsibility for securing access to the data you store in the Downloadable Products rests with you and not us.

Unfortunately, no data transmission or storage system is guaranteed to be secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by emailing us in accordance with the “Contact us” section.

7. International data transfers

Our products and services may be provided using resources and servers located in various countries around the world, including the U.S. and other countries. For example, our website is hosted on servers in the U.S.

For Leave Tracker for Jira Cloud, data stored in Atlassian-hosted storage follows the data residency location of your Jira site, as supported by Atlassian Forge.

Your information may be transferred and processed by third-parties outside the country where you use our services, including to countries outside the European Economic Area (EEA), where the level of data protection may not be deemed adequate by the European Commission (i.e., where you have fewer rights in relation to your information).

8. Automated decision-making

At this time, we do not use any automated decision making processes. However, we reserve the right to make automated decisions, including using machine learning algorithms or other artificial intelligence, about our customers and website visitors in order to optimize the products and services offered and/or delivered.

9. Your rights concerning your personal information

For data in Leave Tracker for Jira Cloud we act as a data processor on behalf of the customer, who is the data controller. If you are an end user, please direct requests to your employer's Jira administrator; we will assist them on request.

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access. You have the right to request us for copies of your personal data. We may charge you a small fee for this service.

The right to rectification. You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete the information you believe is incomplete.

The right to erasure. You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing. You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing. You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability. You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you would like to exercise any of these rights, please email us according to “Contact us” section. If you make a request, we have one month to respond to you.

10. Changes to the Privacy Policy

When we update this Privacy Policy, we will revise the update date at the top of this page. Any changes to this Privacy Policy will become effective when we post the revised Privacy Policy. Your use of the services following these changes means that you accept the revised Privacy Policy.

11. Contact us

For any question about this Privacy Policy, or to exercise your rights, email us at support@leavetracker.io.