

Privacy Policy

Application Name: EPIC Connect

Last Updated: November 28, 2025

EPIC Consulting Co., Ltd. ("Company", "we", "us", or "our") recognizes the importance of protecting our employees' personal data. We have established this Privacy Policy to explain how we collect, use, and disclose personal information through the **EPIC Connect** application ("Application").

Access to this Application is restricted exclusively to current employees of EPIC Consulting Co., Ltd. for internal human resources management purposes.

1. Data We Collect

To ensure the Application functions effectively and supports our employees, we need to collect and process the following data:

1.1 Identity Data

- Full Name
- Employee ID
- Email Address (used for login and employee verification)

1.2 Financial Data

- Salary and compensation details
- Payslip files
- Payment history

1.3 User Content (Messages)

- Chat messages, conversation history, images, or attachments you send to the Human Resources (HR) department via the in-app chat feature for support or inquiries.

1.4 Technical and Device Data

- Device information (Device ID, model, operating system)
- App logs and crash reports (for security monitoring and troubleshooting)

2. Purpose of Data Usage

We use your data for the following purposes:

- **Authentication:** To verify your identity and eligibility as a current employee of the Company.
- **Payroll Management:** To display salary information and deliver electronic payslips (E-Payslips) as password-protected PDF files to your email.
- **Employee Support:** To facilitate direct communication between employees and the HR department via the chat system.
- **App Improvement:** To analyze technical issues and improve the Application's performance.

3. Data Disclosure and Sharing

Your personal data is kept confidential within the Company and will not be sold to third parties. We may disclose data only in the following necessary cases:

- **Internal Departments:** HR and Finance departments to process your requests.
- **Service Providers:** Third-party providers such as cloud hosting or email delivery services, which process data under strict security measures.
- **Legal Requirements:** When requested by government authorities as required by law.

4. Security Measures

The Company prioritizes data security:

- Payslip files sent via email are encrypted and password-protected.
- Data transmission between the Application and the server is encrypted using standard SSL/TLS protocols.
- Access to data is restricted to authorized personnel only.

5. Data Retention and Deletion

We retain your data as long as you remain an employee of the Company or as required by labor and tax laws.

- **Account Deletion:** If you resign or wish to request the deletion of your Application account data, please contact the HR department or email Info@epic-consulting.net.
- Upon receiving a request, we will process the deletion of your account and access within 30 days or as required by law (except for data that must be retained under labor laws).

6. Contact Us

If you have any questions about this Privacy Policy or data management, please contact:

EPIC Consulting Co., Ltd.

408/48, 11th Floor, Phaholyothin Place Building, Phaholyothin Road
Samsen Nai, Phaya Thai, Bangkok 10400, Thailand

Phone: 02-270-1062

Email: Info@epic-consulting.net