



## clogra Privacy Policy (English)

This document describes how the locally operated daily report app clogra handles personal data.

# clogra Privacy Policy

Last updated: January 2025

This Privacy Policy ("Policy") explains how clogra (the daily report application, "App") handles personal data and related information. The App operates entirely on the user's local device, does not communicate with external servers, and all data is stored only on the user's device.

## 1. Information collected

The App stores information on the device only when the user enters it, including:

- Daily report data (work description, worker names, hours, man-days, etc.)
- Site and project configuration data
- Employee information (names, roles, etc.)
- Signature data (prime contractor signatures)
- App settings (language preferences, device-specific settings)

The App does not send data outside the user's device.

## 2. Purpose of use

Collected information is used only for the following purposes:

- Creating, editing, and storing daily reports and work logs
- Generating PDF outputs
- Maintaining app settings required for proper operation
- Improving usability for the user

The App does not use data for advertising or analytics.

## 3. Data sharing and third parties

The App does not:

- Send data to external servers
- Use analytics tools
- Collect advertising IDs
- Provide personal data to third parties

When the user uses email to send a PDF, information is shared only as a result of the user's own action of attaching and sending the file.

## 4. Data retention

Data is stored on the device until the user deletes it. Because data may be lost if the App is uninstalled or the device is damaged, we recommend that important information be backed up as PDFs or other formats when necessary.

## 5. Security

Because data is stored locally, users are responsible for securing their devices. Recommended security measures include:

- Using OS-level screen lock
- Using passcodes or biometric authentication
- Managing PDFs appropriately when sending them outside the organization

## 6. User rights

Users can:

- View the data they have entered
- Edit or update data
- Delete data
- Change app settings

Because we do not store any user data on our own servers, we cannot respond to requests for data disclosure from our side.

## 7. Compliance with laws

The App is designed to comply with the Act on the Protection of Personal Information in Japan and other applicable privacy laws and regulations as far as reasonably possible.

## 8. Contact

For questions about this Policy, please contact:

clogra support: [clogra2025@gmail.com](mailto:clogra2025@gmail.com)

## 9. Changes to this Policy

We may update this Policy as necessary. The latest version will always be published on the official clogra website.

## 10. Operator information

The App is operated by the clogra development team (within Kawai Tekko Co., Ltd.).

Contact: [clogra2025@gmail.com](mailto:clogra2025@gmail.com)