

Terms & Conditions

Overview

Visitor Management System (VMS) is a SharePoint Framework-based solution designed to help organizations manage and track office visitors securely within their Microsoft 365 environment. We are committed to protecting your privacy and ensuring transparency in how visitor data is collected, used, and stored.

Data Collection

VMS collects the following types of data:

- Visitor details (name, contact information, check-in/check-out times)
- Host information (name, department, approval status)
- Visit metadata (purpose, location, timestamps)

All data is stored within your organization's Microsoft 365 tenant using SharePoint Online lists.

Data Usage

The data collected is used solely for:

- Managing visitor check-ins and approvals
- Notifying hosts of visitor arrivals
- Generating visitor statistics and logs

We do not share, sell, or transfer any data to third parties.

Data Security

VMS leverages Microsoft 365's built-in security and compliance features. All data remains within your tenant, ensuring compliance with your organization's data protection policies.

User Consent

By using VMS, users (hosts and admins) consent to the collection and processing of visitor data as described in this policy.

Third-Party Services

VMS does not rely on external third-party services. All operations are performed within Microsoft 365 using SharePoint and Microsoft Teams.

Changes to This Policy

We may update this Privacy Policy from time to time. Changes will be communicated via the Microsoft Partner Center listing or your organization's administrator.

Acceptance of Terms

By installing and using the Visitor Management System (VMS), you agree to be bound by these Terms and Conditions. If you do not agree, do not use the application.

License

VMS is licensed for use within your Microsoft 365 tenant. You may not redistribute, resell, or modify the application outside of your organization without prior written consent.

Usage Guidelines

- VMS must be used in accordance with your organization's internal policies.
- Users must not input false or misleading visitor information.
- Hosts are responsible for approving or rejecting visitor entries in a timely manner.

For questions, reach us at [**info@jmsadvisory.in**](mailto:info@jmsadvisory.in).