

Home Center Outlet — Operations Applications Privacy Notice

Applies to: the HCO Label Portal (labels.homecenteroutlet.com), the HCO Inventory Portal, and the HCO Floor Scanner application.

Effective date: August 13, 2026

Home Center Outlet ("HCO," "we," "us") operates internal business applications used by our employees and by authorized personnel at our manufacturing partners ("factory users"). This notice explains what those applications handle. It does **not** cover homecenteroutlet.com, our online store — that site has its own privacy policy.

What we collect

Staff users. Sign-in is through your HCO Microsoft 365 account; the applications receive your name and work email and never see your password. The applications keep an operational activity record — for example, which operator performed a scan, printed a label, or edited an inventory record, with timestamps. This record exists for inventory accuracy, traceability, and quality control; it is a normal business record, and it is visible to HCO management.

Factory users (Label Portal). Your name, your factory affiliation, and a sign-in code we issue to you. The portal records which labels were generated and printed under your session. We collect no more than is needed to run label printing correctly, and nothing for marketing.

Technical logs. Standard server logs (IP address, browser type, timestamps) kept for security and troubleshooting.

Cookies. Session cookies required for sign-in only. No advertising or tracking cookies.

How we use it

- To run inventory, receiving, and labeling operations
- To maintain traceability (who scanned/printed what, when) for quality and audit purposes
- To secure the applications and investigate misuse

We do not use this data for marketing, we do not sell it, and factory users' information is used only to operate the portal relationship with their employer.

Who we share it with

- **Service providers** who host the applications (cloud infrastructure located in the United States).
- **Your employer:** for factory users, activity records may be shared with your factory's management as part of the business relationship.
- **When required:** to comply with law, enforce agreements, or protect rights and safety.

International use

The applications are hosted in the United States. Factory users access them from their own countries; by using the portal, information you provide is transferred to and processed in the U.S. We keep the personal information involved deliberately minimal (name, affiliation, session activity).

Retention

Operational records (scans, prints, inventory events) are retained as long as needed for inventory and audit purposes. Security logs are retained for 12 months. Factory access codes expire automatically and sessions end after each shift.

Questions and requests

Contact **info@homecenteroutlet.com** to ask about, correct, or request deletion of personal information in these applications. Some records (for example, audit trails required for inventory integrity) may be retained as required for legitimate business purposes even after a deletion request; we will tell you if that applies.

Changes

The current version is posted at this address; the effective date above changes when the notice does.