



TASKFLOW: TERMS AND CONDITIONS OF REGISTRATION

Welcome to TaskFlow! TaskFlow is a task and workflow management platform designed to help organizations, teams, and individuals manage projects, assignments, collaboration, productivity, and operational workflows.

By accessing, registering, or using the platform, you acknowledge that you have read, understood, and agreed to comply with the following Terms and Conditions:

1. Compliance with the Data Privacy Act of 2012

TaskFlow values and protects the privacy and confidentiality of user and organizational information. All personal data collected, stored, processed, and transmitted through the platform shall be handled in accordance with Data Privacy Act of 2012 and other applicable laws and regulations.

By using the platform, users consent to the collection, storage, processing, and use of their information for legitimate operational, communication, collaboration, reporting, security, and administrative purposes.

2. Authorized Use of the Platform

TaskFlow is intended for lawful and authorized project management, workflow coordination, team collaboration, and productivity-related activities. Users agree not to use the platform for illegal, harmful, fraudulent, abusive, or unauthorized purposes.

3. User Conduct and Professional Responsibility

Users are expected to utilize the platform responsibly, professionally, and respectfully. The following activities are strictly prohibited:

- Harassment, abusive behavior, or discriminatory conduct;
- Uploading malicious software, viruses, or harmful code;
- Unauthorized access to projects, workspaces, or organizational data;
- Falsification or manipulation of records, reports, or task data;
- Spamming, phishing, or dissemination of misleading information; and
- Activities that may disrupt platform operations, security, or performance.

TaskFlow reserves the right to suspend, restrict, or terminate accounts found to be in violation of these Terms and Conditions or applicable organizational policies.

4. Account Responsibility and Security

Users are responsible for maintaining the confidentiality and security of their login credentials and account information. Any activity conducted under a registered account shall be deemed the responsibility of the account holder. Users agree to immediately report unauthorized access, suspicious activity, or compromised accounts to system administrators or support personnel.

5. Organizational Workspaces and Administrative Access

For organization-managed accounts and workspaces, designated administrators may have access to workspace data, project activities, task records, files, communications, and reports for operational, compliance, audit, and management purposes. Users



acknowledge and agree that organizational administrators may manage, modify, suspend, or remove user access within organization-owned workspaces.

6. Data Accuracy and Task Management

Users are responsible for ensuring the accuracy, completeness, and legitimacy of tasks, deadlines, reports, attachments, and information entered into the platform. TaskFlow shall not be held responsible for missed deadlines, operational losses, project delays, or damages arising from inaccurate, incomplete, or improperly managed data entered by users.

7. File Uploads and Content Responsibility

Users retain ownership of content and files uploaded to the platform. However, by uploading or transmitting content through TaskFlow, users grant the platform the necessary rights to store, process, display, and transmit such content for operational purposes. Users agree not to upload content that:

- Violates intellectual property rights;
- Contains malware or harmful software;
- Is unlawful, defamatory, offensive, or misleading; and
- Violates confidentiality agreements or organizational policies.

8. System Availability and Service Limitations

While reasonable efforts shall be made to maintain reliable service availability, TaskFlow does not guarantee uninterrupted or error-free operation at all times. Temporary interruptions may occur due to maintenance, software updates, server issues, internet disruptions, technical failures, or unforeseen circumstances. TaskFlow shall not be held liable for temporary downtime, delayed notifications, synchronization failures, or service interruptions.

9. Third-Party Integrations

TaskFlow may support integrations with third-party applications, communication tools, cloud storage providers, calendars, or productivity platforms. TaskFlow shall not be held responsible for data loss, security issues, interruptions, or functionality limitations arising from third-party services or integrations beyond its control.

10. Intellectual Property and Platform Ownership

All software components, workflows, interfaces, system designs, branding materials, dashboards, and platform features remain the intellectual property of TaskFlow and its authorized developers unless otherwise stated. Users shall not reproduce, distribute, reverse engineer, modify, or commercially exploit any portion of the platform without prior written authorization.

11. Prohibited Technical Activities

Users shall not:

- Attempt to bypass platform security or access restrictions;
- Exploit vulnerabilities or conduct unauthorized testing;
- Introduce bots, malicious scripts, or harmful code;
- Interfere with platform performance, servers, or databases; and
- Copy, scrape, or extract platform data without authorization.



Violations may result in immediate account suspension, workspace termination, and possible legal action.

12. Limitation of Liability

TaskFlow, its developers, administrators, affiliates, and partners shall not be held liable for indirect damages, data loss, operational interruptions, missed deadlines, project delays, unauthorized access caused by user negligence, or losses arising from the use or inability to use the platform, except where liability is expressly required by law.

13. Force Majeure

TaskFlow shall not be held liable for delays, interruptions, system failures, or inability to provide services arising from causes beyond reasonable control including but not limited to natural disasters, cyberattacks, power interruptions, internet failures, government actions, labor disputes, public emergencies, or technical infrastructure failures.

14. Amendments to Terms and Conditions

TaskFlow reserves the right to amend, revise, or update these Terms and Conditions at any time without prior notice. Continued use of the platform after modifications constitutes acceptance of the updated Terms and Conditions.

15. Agreement and Acceptance

By clicking "I Agree," creating an account, joining a workspace, or continuing to use the platform, you acknowledge that you have read, understood, and voluntarily agreed to comply with these Terms and Conditions.

I have read and agree to the Terms and Conditions of TaskFlow.