

Privacy Policy

Last Updated: 7 August 2023

This Privacy Policy outlines the manner in which AccuMinutes Solutions ("we," "our," or "us") collect, use, disclose, and manage personal information obtained through our website and the provision of minute-taking services. We are committed to protecting your privacy and ensuring the security of your personal information.

1. Collection of Personal Information

We may collect personal information from you when you visit our website or engage our minute-taking services. This information may include but is not limited to:

- Name
- Contact information (email address, phone number)
- Company or organization details
- Meeting details and content
- Any other information you provide voluntarily

2. Use of Personal Information

We use the collected personal information for the following purposes:

- To provide minute-taking services and create accurate meeting minutes.
- To communicate with you regarding our services, invoices, and related matters.
- To improve our services and enhance user experience.
- To comply with legal and regulatory obligations.

3. Disclosure of Personal Information

We may disclose your personal information to:

- Third-party service providers and contractors for the purpose of providing our services (e.g., transcription services, IT support).
- Legal and regulatory authorities as required by applicable laws and regulations.

4. Security of Personal Information

We take reasonable steps to protect your personal information from unauthorized access, use, or disclosure. However, please note that no data transmission over the internet can be guaranteed to be completely secure.

5. Access and Correction of Personal Information

You have the right to access, correct, or update the personal information we hold about you. To do so, please contact us at [contact email].

6. Cookies and Tracking Technologies

We may use cookies and other tracking technologies on our website to enhance user experience and gather information about website usage. You can manage your cookie preferences through your web browser settings.

7. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. The updated version will be posted on our website, and the effective date will be indicated.

8. Contact Us

If you have any questions, concerns, or requests related to this Privacy Policy or our use of your personal information, please contact us at accuminutes@gmail.com