

Data Policy

Last updated: [Insert date]

How BuiltNotes Handles Your Data

BuiltNotes is a communication and documentation tool for contractors and their clients. Because our platform involves meeting recordings, AI-generated summaries, and shared project records, we want to be transparent about how your data is handled.

This page is a placeholder. BuiltNotes is in early access, and the full Data Policy — covering meeting recordings, the shared record model, data ownership, and retention periods — will be published before the product is generally available.

What You Should Know Right Now

Your data belongs to you. We do not sell it, we do not use it for advertising, and we do not share it with anyone outside of the people you invite to your projects.

We use a three-layer data ownership model:

- **Builder-owned data** (internal notes, cost details, margin information) is controlled entirely by the builder and can be removed at any time.
- **Client-owned data** (photos, comments, preferences) is controlled entirely by the client and can be removed at any time.
- **Shared records** (meeting summaries, decision logs, approvals) belong to both parties. Neither the builder nor the client can delete shared records unilaterally. This protects both parties.

AI-generated summaries are tools, not legal documents. Builders review and can edit summaries before they are shared with clients. BuiltNotes does not guarantee the accuracy of AI-generated content.

Recording consent is the builder's responsibility. BuiltNotes provides tools to facilitate consent at the start of each recording, but the legal obligation to comply with recording consent laws in your jurisdiction rests with you. Minnesota is a one-party consent state for audio recording, but some of your clients may be located in two-party consent states. When in doubt, get explicit consent from all participants before recording.

What Happens to Your Data

If a builder cancels their subscription: Builder-owned data can be exported and deleted upon request. The shared record remains accessible to both parties for the retention period.

If a client removes their account: Client-owned data is removed. The shared record remains accessible to the builder for the retention period.

If a project ends: The project becomes inactive. Both parties retain read-only access to the shared record for the retention period.

Retention period: We are finalizing the specific retention period for shared records. It will be a minimum of three years after project completion, or the duration of the applicable statute of limitations for construction disputes in the relevant jurisdiction — whichever is longer. Under Minnesota law, the statute of limitations for breach of contract is six years, and for construction defect claims can extend up to ten years under the statute of repose. The final retention period will be published in the full Data Policy.

Coming Soon

The full Data Policy will cover:

- Detailed data ownership rules for each type of content
- Exact retention periods and deletion procedures
- Audio recording storage, access, and expiration
- How edits and changes are tracked (audit trail)
- Data export formats and procedures
- Security standards and compliance certifications

You will be notified when the updated policy is available.

Questions?

Contact us at [support email] with any questions about how your data is handled.