

Privacy Policy

Last updated: [Insert date]

Introduction

BuiltNotes ("we," "us," or "our") respects your privacy. This Privacy Policy explains what information we collect, how we use it, and your choices regarding your data.

This policy applies to the BuiltNotes website at builtnotes.com and any related services. When the full BuiltNotes product launches — including meeting recording, AI summaries, and shared project records — this Privacy Policy will be updated to cover those features in detail.

What We Collect

Information you provide directly:

- Name, email address, phone number, and company name (when you create an account or submit a contact form)
- Messages you send us through the contact form or by email
- Payment information (processed by Stripe — we do not store your credit card number)

Information collected automatically:

- Browser type, operating system, and device information
- IP address
- Pages visited on our website, time spent, and referring URL
- Cookies and similar tracking technologies (see Cookies section below)

When the product launches, we will also collect:

- Meeting audio recordings (stored securely, encrypted)
- AI-generated meeting summaries and transcriptions
- Project data including decisions, change orders, and budget information
- Client portal activity (views, approvals, comments, photo uploads)

This Privacy Policy will be updated before those features become available.

How We Use Your Information

We use the information we collect to:

- Provide and maintain the BuiltNotes website and service
- Respond to your inquiries and support requests
- Process payments for subscriptions
- Send you service-related communications (account confirmations, billing notices, product updates)
- Improve our website and service
- Comply with legal obligations

We do not sell your personal information to third parties. We do not share your data with advertisers.

Who We Share Data With

We share your information only in the following circumstances:

Service providers who help us operate BuiltNotes, including:

- Stripe (payment processing)
- Our cloud hosting provider (data storage and infrastructure)
- Our AI processing provider (for meeting summary generation, when the product launches)
- Our email delivery provider (for transactional emails)

These providers receive only the data necessary to perform their specific function and are contractually required to protect your information.

Legal requirements: We may disclose your information if required by law, subpoena, court order, or government request.

Data Security

We use industry-standard security measures to protect your information, including encryption in transit (TLS) and at rest. Access to user data is restricted to authorized

personnel only.

No method of transmission or storage is 100% secure. While we strive to protect your information, we cannot guarantee absolute security.

Cookies

We use cookies to:

- Keep you logged in to your account (session cookies)
- Understand how visitors use our website (analytics cookies)

We do not use advertising cookies or third-party tracking for ad targeting. You can disable cookies in your browser settings, but this may affect the functionality of the website.

Your Rights

You have the right to:

- **Access** your personal data
- **Correct** inaccurate personal data
- **Delete** your personal data (subject to any applicable retention requirements)
- **Export** your data
- **Opt out** of marketing communications at any time

To exercise any of these rights, contact us at [support email].

Minnesota residents: Under the Minnesota Consumer Data Privacy Act (effective July 31, 2025), you have additional rights including the right to know what personal data we collect, the right to request deletion, the right to data portability, and the right to opt out of the sale of personal data. We do not sell personal data. To make a request, contact us at [support email].

California residents: Under the California Consumer Privacy Act (CCPA), you have additional rights including the right to know what personal information we collect and the right to request deletion. We do not sell personal information. To make a request, contact us at [support email].

Children's Privacy

BuiltNotes is not directed at children under 13. We do not knowingly collect personal information from children under 13. If we learn that we have collected information from a child under 13, we will delete it promptly.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. If we make material changes, we will notify you by email or by posting a notice on our website at least 30 days before the changes take effect.

Contact

If you have questions about this Privacy Policy, contact us at [support email] or write to us at [business address].