

ECHO Extension Privacy Policy

Last updated: 23-10-2025

1. Information We Collect

ECHO collects the following information to provide meeting summary services:

- Email addresses: Primary and additional email addresses you provide for receiving meeting summaries
- Meeting URLs: Google Meet URLs when you deploy our bot service
- Meeting content: Audio and transcripts from meetings for summary generation

2. How We Use Your Information

We use your information exclusively for:

- Generating intelligent meeting summaries using AI
- Sending summaries to your specified email addresses
- Improving our summarization algorithms and service quality
- Providing technical support when requested

3. Data Storage and Retention

- Email preferences: Stored locally in your browser until you uninstall the extension
- Meeting data: Temporarily processed on our secure servers and automatically deleted within 24 hours
- Summaries: Sent via email and not stored on our servers

4. Data Sharing and Third Parties

We do not sell, rent, or share your personal information with third parties except:

- Service functionality: Meeting data is processed through our secure ECHO API (echoapi.vexoo.ai)
- Email delivery: Summaries are sent using standard email services
- Legal requirements: When required by law or to protect our rights

5. Data Security

We protect your information through:

- Encryption of all data in transit (HTTPS/TLS)
- Secure server infrastructure with restricted access

- Automatic deletion of meeting content after processing
- Regular security audits and updates

6. Your Rights and Choices

You have the right to:

- Access: Request information about data we've processed
- Delete: Request deletion of your data by contacting us
- Control: Modify email preferences in the extension settings
- Uninstall: Remove the extension to delete locally stored preferences

7. Changes to This Policy

We may update this privacy policy to reflect changes in our practices or legal requirements. We will notify users of material changes through the extension or our website.

8. International Users

Our services may be used internationally. By using ECHO, you consent to the transfer and processing of your information in accordance with this privacy policy.

9. Contact Us

If you have questions about this privacy policy or our data practices, please contact us:

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