

Last Update: October 21, 2024
Mymeet AI Service by IE Ilya Berdysh Privacy Policy

1. General Provisions

- 1.1. This privacy policy (hereinafter, the “Policy”) governs the processing and protection of your Personal Data that we (IE Ilya Berdysh), as the Operator, may receive when you use our Service or in any other interaction with us regarding its use.
- 1.2. The processing of your Personal Data is conducted by IE Ilya Berdysh (TIN 71068877).
- 1.3. The security, confidentiality, and protection of your Personal Data are top priorities for our team. When you use our Service, we protect your personal data and process it in strict accordance with the legislation of the Russian Federation and the provisions of this Policy.
- 1.4. This Policy outlines:
 - the list of your Personal Data that we process;
 - the purposes and methods of processing your Personal Data;
 - measures to ensure the security of your Personal Data;
 - your rights regarding the processing of your Personal Data.
- 1.5. We do not verify the accuracy of the Personal Data you provide. You, as the Service user, are responsible for the accuracy of the data you provide.
- 1.6. We assume that your Personal Data is provided voluntarily, in good faith, by your free will and in your own interest, and that you:
 - knowingly use the Service on your behalf and accurately provide information about yourself to the extent required for registration and use of the Service;
 - have consciously set and control the settings of the software and Device you use in accordance with your preferences regarding the protection of information stored on your browser, information about your hardware and software, and internet connection.

2. Terms and Definitions

In this Policy, unless otherwise explicitly specified, the following terms shall have the meanings provided below:

- 2.1. **Personal Data** – any information relating directly or indirectly to an identified or identifiable individual (data subject – user of the Service).
- 2.2. **Processing of Personal Data** – any action (operation) or set of actions (operations) performed with or without the use of automation tools on Personal Data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (distribution, provision, access), anonymization, blocking, deletion, and destruction of Personal Data.
- 2.3. **Service** – the MyMeet AI platform designed for recording, transcribing, and summarizing your online meetings (audio and video files) using artificial intelligence, including the Service websites: <https://mymeet.ai/ru> and <https://www.mymeet.ai/>.
- 2.4. **You / User** – an individual or legal entity accessing the Service for its use.
- 2.5. **We / Operator** – IE Ilya Berdysh, TIN: 71068877.

- 2.6. **Account** – your personal dashboard within the Service, intended to access the Service and utilize its functionality.
- 2.7. **Device** – any device capable of accessing the Service, such as a computer, mobile phone, or digital tablet.

3. What Personal Data We Process

3.1. You provide us with your Personal Data in the following ways:

- when registering an Account;
- when using the Service (including without registering or logging into an Account);
- when paying for our services;
- when providing consent to receive our newsletters;
- when filling out feedback forms, including the bonus program form;
- in any inquiries or communications with us regarding the Service.

3.2. We collect the following Personal Data:

- Your full name (if you provide it);
- Your mobile phone number (if you provide it);
- Your email address;
- If you register with the Service via external authentication (e.g., Google), we save your email address, name, and profile image URL from that platform;
- Cookies (see section 9 of the Policy) and web beacons (including pixel tags);
- Usage data collected automatically while using the Service, including: your Device's internet protocol address (e.g., IP address); Device type and unique identifiers; referral source to the Service; operating system; geographic location; browser type and version; browser plugins; language settings; pages of our Service you visit; navigation paths within the Service; time and date of your visit; time spent on these pages; other diagnostic data collected by your Device and browser with your permission;
- User analytics data collected using Yandex.Metrica and Google Analytics;
- Audio and video recordings of online meetings on various platforms (Yandex Telemost, Zoom, Google Meet, etc.), which may include your voice and image, depending on your settings and actions when using the relevant online meeting platform;
- Transcriptions: text information after transcribing the audio or video file from your online meeting;
- Information you may send us in your feedback messages and support requests;
- Your payment card details.

3.3. The specific list of your Personal Data that we process depends on whether you register an Account when using the Service and the method of authorization and Service usage.

3.4. We process only general categories of Personal Data. We do not process biometric or special categories of Personal Data for any of the purposes listed.

3.5. We do not intentionally process Personal Data of minors. Responsibility for the actions of minors lies with their legal representatives. All visitors under 18 must obtain permission from their legal representatives before providing any personal information about themselves. If we become aware that we have received a minor's Personal Data without consent from their legal representatives, such information will be deleted promptly.

4. Legal Basis and Methods for Processing Your Personal Data

4.1. We process your Personal Data:

- with your consent;
- to fulfill the contract (user agreement) for using the Service;
- to comply with legal provisions.

4.2. You give consent to the processing of your Personal Data when registering an Account by checking the box next to the consent and link to the Policy. You also consent to the processing of your Personal Data by the mere fact of using the Service.

4.3. If you do not agree with the terms of the Policy, you must discontinue use of the Service.

4.4. During an online meeting on a relevant platform (Yandex Telemost, Zoom, Google Meet, etc.), a bot from our Service joins to record and subsequently transcribe the meeting. This bot is visible to all participants in the online meeting. If any participant does not agree to the use of the Service bot, they may leave the meeting. Since you, as the User, are using the Service to record online meetings, you are solely responsible for obtaining consent from all participants before starting the recording.

4.5. We carry out the following actions in processing your Personal Data: collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, usage, transfer (provision, access), including cross-border transfer, anonymization, blocking, deletion, and destruction of Personal Data. These methods of processing apply to all purposes for processing Personal Data.

5. Purposes of Processing Personal Data

5.1. We process your Personal Data for the following purposes:

Purpose of Personal Data Processing	Category of Data Subjects	List of Personal Data
1. Your identification through Account creation and operation of your Account for further interaction with you	Service User registering to create an Account	Your email address; if you register with the Service using external authentication from other platforms, we will save your email address, name, and profile image URL from that platform; cookies and web beacons (including pixel tags); usage data collected automatically when using the Service, including: • your Device's internet protocol address (e.g., IP address); • Device type and unique identifiers; • referral source to the Service; • operating system; • geographic location; • browser type and version; • browser plugins;

		• language settings; • pages of our Service you visit; • navigation paths within the Service; • time and date of your visit; • time spent on these pages; • other diagnostic data collected by your Device and browser with your permission; user analytics data collected via Yandex.Metrica and Google Analytics.
2.Providing access to the Service and its functionality	Any Service user	Your email address; if you register with the Service using external authentication from other platforms, we will save your email address, name, and profile image URL from that platform; cookies and web beacons (including pixel tags); usage data collected automatically when using the Service, including: • your Device's internet protocol address (e.g., IP address); • Device type and unique identifiers; • referral source to the Service; • operating system; • geographic location; • browser type and version; • browser plugins; • language settings; • pages of our Service you visit; • navigation paths within the Service; • time and date of your visit; • time spent on these pages; • other diagnostic data collected by your Device and browser with your permission; user analytics data collected via Yandex.Metrica and Google Analytics;

		audio and video recordings of online meetings on various platforms (Yandex Telemost, Zoom, Google Meet, etc.) and their content, which may include your voice and image depending on your settings and actions while using the respective online meeting platform; transcriptions: text information generated after transcribing the audio or video file of your online meeting.
3. Establishing feedback with you. We may process your personal data to respond to your inquiries, requests, notifications, and to provide you with technical or other support.	Any Service user who independently contacts us with an inquiry or request	Your email address, your full name, your phone number, information you may send us in your inquiries and messages as part of feedback and support services.
4. Providing you with informational materials about the Service. You may withdraw your consent at any time.	Recipients of informational materials who have previously given consent	Your email address, your full name
5. Receiving payment from you for access to the Service.	Service user who has paid for access to the Service	Your email address, your payment card details, your full name
6. Providing you with marketing and advertising links. You may withdraw your consent at any time.	Recipients of advertising who have previously given consent	Your email address, your full name
7. Improving the Service for the benefit of all users, including data analysis, collecting statistics, and identifying trends in Service usage. These activities allow us to analyze your user experience and improve our Service accordingly.	Any Service user	Your email address; if you register with the Service using external authentication from other platforms, we will save your email address, name, and profile image URL from that platform; cookies and web beacons (including pixel tags); usage data collected automatically when using the Service, including: • your Device's internet protocol address (e.g., IP address); • Device type and unique identifiers; • referral source to the Service;

		• operating system; • geographic location; • browser type and version; • browser plugins; • language settings; • pages of our Service you visit; • navigation paths within the Service; • time and date of your visit; • time spent on these pages; • other diagnostic data collected by your Device and browser with your permission; user analytics data collected via Yandex.Metrica and Google Analytics; audio and video recordings of online meetings on various platforms (Yandex Telemost, Zoom, Google Meet, etc.) and their content, which may include your voice and image depending on your settings and actions while using the respective online meeting platform; transcriptions: text information generated after transcribing the audio or video file of your online meeting.
8. For the sale of the business or part of it. We may use personal data to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets. Information about you as users of our Service is included among the assets of our company.	Any Service user	Anonymized data on the number of Service users, the number of paid subscriptions, the time and date of your visit, time spent on these pages, and user analytics data collected via Yandex.Metrica and Google Analytics.
9. Implementation of the bonus program (allocation of free minutes for user activity): https://mymeet.ai/ru/bonus-program	Any Service user participating in the bonus program and completing the form	Your email address; screenshots confirming that you have met the bonus program conditions.
	Any Service user	Text data from the transcription of the audio or video file of your online meeting, in anonymized form.

10. Training the AI model to improve Service quality and algorithm performance		
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6. Where and How Long Your Personal Data is Processed

- 6.1. We record, systematize, accumulate, store, update, and retrieve personal data of citizens using databases.
- 6.2. Generally, we will store your Personal Data as long as you have an Account with the Service, except as specified in this Policy. If any purpose for data collection is achieved earlier, we will stop processing data collected for that purpose.
- 6.3. Audio and video recordings of your online meetings on various platforms are deleted immediately after transcription. If transcription fails, these files are retained for three calendar days before being deleted.
- 6.4. Audio and video recordings of your online meetings and transcriptions are stored exclusively using databases.
- 6.5. Once the specified processing period ends, Personal Data is subject to deletion from our servers.
- 6.6. **Cross-border transfer** of your Personal Data: under certain circumstances, your Personal Data may be transferred, stored, or processed by foreign entities in other countries, provided this complies fully with applicable legislation.

7. Protection of Personal Data

7.1. Protecting your Personal Data is a priority for our team. To this end, we:

- process only the Personal Data necessary to achieve the purposes stated in this Policy;
- apply legal, organizational, and technical measures to ensure the security of your Personal Data;
- conduct regular audits of data protection processes and provide training to our staff on this topic.

7.2. In most cases, your Personal Data is processed automatically without any direct access by our employees. If an employee needs access to your Personal Data, it will only be granted to the necessary extent and only for the specific task at hand.

7.3. Our employees do not have access to the audio or video recordings of your online meetings, their transcriptions, or their content at any time, except if you voluntarily provide us with such data (for example, for technical support).

8. Your Rights in Relation to the Processing of Personal Data

8.1. You have the right to:

- freely decide to provide your Personal Data, consent to its processing, and receive communications;

- obtain information from us regarding the processing of your Personal Data, unless this right is limited by applicable law;
- withdraw consent to the processing of your Personal Data at any time by notifying us at hello@mymmeet.ai with the subject line “Withdrawal of Consent for Personal Data Processing”;
- request that we clarify, block, or delete your Personal Data if it is incomplete, outdated, inaccurate, unlawfully obtained, or unnecessary for the stated processing purposes. To do so, please contact us at hello@mymmeet.ai;
- file complaints about our actions regarding your Personal Data with the Federal Service for Supervision of Communications, Information Technology, and Mass Media (Roskomnadzor) or through legal action if you believe we are processing your Personal Data in violation of the law;
- exercise other rights as provided by law.

8.2. We will review your request regarding your Personal Data within 30 calendar days of receipt.

8.3. You will receive notification of the outcome of your request via your email address.

9. Cookies

9.1. Cookies are small text files sent by a web server to your Device when you use the Service.

9.2. We use cookies to ensure effective and secure operation of the Service, improve the Service, and enhance your user experience.

9.3. When you first visit the Service, we will ask for your consent to use cookies via a pop-up notification. You can either accept or decline their use. Declining cookies may restrict access to certain features of the Service.

9.4. If, after initially accepting cookies, you wish to change your decision, you can delete cookies stored in your browser.

10. Transfer of Personal Data

10.1. With your consent, we may transfer your Personal Data or entrust its processing to third parties if it is necessary to provide Service functionality or achieve other processing purposes.

10.2. When transferring Personal Data to third parties, we ensure that these parties are bound by confidentiality obligations and comply with all requirements for processing Personal Data.

10.3. We transfer your Personal Data to the following third parties:

- Cloud Technologies LLC;
- Yandex LLC.

11. Liability

11.1. If we are found responsible for violating Personal Data legislation, we will bear the responsibility as prescribed by law.

11.2. We are not liable for any unintended use of Personal Data or damages resulting from:

- technical malfunctions in software or networks outside our control;

- your intentional or unintentional misuse of the Service;
- failure to keep Account data confidential;
- unauthorized actions by third parties to access Account data.

11.3. We are not responsible for processing Personal Data of third parties that a Service User provides as their own. In such cases, the user assumes the risk of any legal consequences of providing inaccurate data.

12. Links to Other Websites

12.1. The Service may contain links to other websites and services that we do not operate.

12.2. We recommend that you review the privacy policies of each site and service you visit. We do not control or assume any responsibility for the processing of your Personal Data by any third-party websites or services.

13. Dispute Resolution

13.1. If you have questions or complaints, please contact us via email at hello@mymeet.ai or at our registered address before filing a lawsuit.

13.2. This Policy and the relations regarding the processing of your Personal Data are governed by the applicable laws of the country where data processing occurs.

14. Other Provisions

14.1. We reserve the right to amend this Policy at our discretion. Any changes to the Policy become effective upon publishing the updated version on the Service. You agree to periodically review the Policy for updates. The date of the current version is provided at the end of the Policy.

14.2. If any changes to the Policy add additional burdens or restrictions on your rights, we will notify you by displaying a notice in the Service or sending notifications through communication channels.

14.3. Please send any suggestions or comments regarding changes to the Policy to hello@mymeet.ai.

Our Details:

IE Ilya Berdysh

TIN 71068877

Country of registration: Armenia

Trading name (brand): Mymeet.ai

Account No.: 1570093353140100 in Ameria Bank