

Update: March 31st 2024

OpenSphere ("opensphere.ai") is committed to maintaining the confidentiality, integrity, and security of personal information about our users. This Privacy Policy explains how we protect personal information provided through our website opensphere.ai and how we use that information in connection with our service offered through the site (the "Service"). By using our Services, you consent to the terms of this Policy and agree to be bound by it and our Terms of Service.

Information We Collect:**Information You Provide:**

When you register for an account, we collect Personal Information such as your name, email address, and other information you provide.

Calendar Information: A user may connect their calendar with OpenSphere. In most instances, our calendar integration only displays the duration and free/busy status of the events in your calendar so that we don't book you when you're busy. A few of our features also use and display the meeting titles in your calendar. These are the details we store in our database while booking an appointment: email addresses of the attendees, the meeting title, time of the meeting. Although connecting your Google Calendar to our services makes the scheduling process much more efficient, you are not required to connect your calendar to use our other services. When using our Google Calendar integration, we collect authentication information to connect to your Google account and access calendar data for scheduling purposes. You can remove/disable it whenever you want.

Google Information: We don't share your Google data with any other third-party services as of now.

OpenSphere's use and transfer of information received from Google APIs to any other app will adhere to [Google API Services User Data Policy](#), including the Limited Use requirements.

Information from Third Parties:

If you choose to connect your account with a third-party service, we may receive or be granted access to information from such third-party service, including Personal Information. For example, if you use Google for calendar integration, we can check the calendar to check for available times for scheduling. You can stop sharing your information from a third-party service

with us by removing our access to that service. OpenSphere processes that information on the User's behalf as a processor or service provider.

Automatically Collected Information:

When you use our Services, we automatically collect information such as your IP address, browser type, operating system, and other usage information about the use of our Services, including a history of the pages you view.

How We Use Your Information:**To Provide our Service:**

We use your information to operate, maintain, enhance and provide all features of the Service, to provide services and information that you request, to respond to comments and questions and otherwise to provide support to users.

To Improve our Service:

We use your information to understand and analyze the usage trends and preferences of our users, to improve the Service, and to develop new products, services, features, and functionality.

How We Share Your Information:**Personally Identifiable Information:**

We will not share your personally identifiable information with third parties except as described in this policy. We may share information with third-party service providers who work on our behalf, provided such service providers agree to safeguard your information.

Non-Personally Identifiable Information:

We may share non-personally identifiable information, such as aggregated user statistics, with third parties.

Your Choices About Your Information:**Opting Out of Collection of Personally Identifiable Information:**

You may, of course, decline to submit any personal information through the Service, in which case OpenSphere may not be able to provide its Services to you.

Modifying Your Information:

You can access and modify the personal information you provided us via your account settings. If you want us to delete your personal information and your account, please contact us at connect@opensphere.ai with your request. We'll take steps to delete your information as soon we can, but some information may remain in archived/backup copies for our records or as otherwise required by law.

How We Protect Your Information:

OpenSphere takes the security of your personal information very seriously. We implement industry-standard security measures designed to protect your information from unauthorized access.

Privacy Policy Changes:

OpenSphere may, in its sole discretion, change this Privacy Policy from time to time. Any and all changes to OpenSphere's Privacy Policy will be reflected here and the date new versions are posted will be stated at the top of this Privacy Policy. Non-material changes and clarifications will take effect immediately, and material changes will take effect within 30 days of their posting on this site.

Links to Third Party Sites:

The Service may include links to other websites whose privacy practices may differ from those of OpenSphere. If you submit personal information to any of those sites, your information is governed by their privacy policies.

Google User Data:

Our service integrates with Google Calendar to provide scheduling functionalities. We use Google's OAuth 2.0 authentication system for login and storing tokens that grant us access to your Google Calendar. Our use of your Google user data is limited to the practices explicitly described in this Privacy Policy. We do not use your Google user data for any purposes other than providing, maintaining, and improving our services.

Contact Us:

If you have any questions about this Privacy Policy or the Service, please contact us at connect@opensphere.ai

Date: September 25th 2023

Privacy Policy

OpenSphere ("opensphere.ai") places a high priority on protecting your privacy. This Privacy Policy explains our commitment to safeguarding personal information collected from users of our Services, which include our websites (such as opensphere.ai) and related services. By using our Services and providing personal information, you consent to the processing of your information in the United States in accordance with this Privacy Policy. The collection, use, and disclosure of personal information are limited to the purposes described in this Privacy Policy. This Privacy Policy is an integral part of the opensphere.ai Terms and Conditions of Use.

1. Data You Provide To Us

When you create an account to access our Services, we collect information such as your name, gender, email

and mailing addresses, professional title, company name, and password. We may also store files and messages that you save using your account. If you contact us by providing feedback or sending an email, we collect your name, email address, and any other information included in the email. Additionally, when you participate in surveys, we may collect additional profile information. Any additional personal or demographic information you voluntarily provide to us is also collected.

2. Data Collected Via Technology

In order to enhance your experience with our Services, our servers (which may be hosted by a third-party service provider) automatically collect certain information through technologies such as cookies, web beacons, and similar technologies. This information includes your browser type, operating system, IP address, domain name, unique device identifiers, and details about how you use our Site and Apps. We may also gather information about your visits, such as the date and time of your visit, the solutions and information you search for and view. This data is collected automatically and may be linked to your personally identifiable information.

3. Analytics

We use analytics services to understand how users interact with our Services. These services collect and store information such as user interactions with our Apps, errors encountered, device identifiers, and browsing patterns, including the frequency of visits, the pages visited, and the websites visited prior to using our Services. We use this information solely to improve our Site, Apps, and Services. For more information about Google Analytics, please refer to the provided links.

4. Forums

At times, our Services may include community forums. Please be aware that any information you choose to provide in these forums may be read, collected, and used by others who have access to them.

5. Use and Disclosure of Your Data

The personal information you submit is used to respond to your requests, improve our Services, personalize your experience, send administrative emails, respond to your queries, send surveys, and communicate promotions, all with your permission. We may share your personal information with affiliates (such as future parent companies, subsidiaries, or joint ventures), who are required to comply with this Privacy Policy. We may also share information with third-party service providers for internal purposes, such as hosting our websites or providing email services. In certain situations, we may disclose information to comply with laws, respond to legal requests, protect our rights and safety, or during mergers, acquisitions, or other business transactions. We may share de-identified and aggregated data with third parties as well.

6. Your Choices Regarding Personal Information

We offer you choices regarding the collection, use, and sharing of your personal information. You may opt out of receiving newsletters and promotional communications by following the provided unsubscribe instructions or contacting us directly. You can typically reject or remove cookies through your web browser settings, but this may affect the functionality of our Site and Services. We provide options to disable tracking mechanisms for online activities, but the effectiveness of these mechanisms may vary.

7. Amendments to Personal Information

You can update some personal information by editing your profile within our Service, or you may request changes or deletions by emailing us. We will respond to your request within 30 days, in accordance with applicable laws. Although we strive to honor your requests, certain information may remain in our archives due to legal obligations, dispute resolution, or enforcement of agreements.

8. Security of Your Personal Information

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. However, we cannot guarantee absolute security due to inherent risks associated with transmitting information over the Internet. Any content you post using our Services is done at your own risk. For more information about our security practices, please contact us.

9. Contact Information

We value your feedback and welcome any questions or comments about our Privacy Policy. Please contact us via email at connect@opensphere.ai

10. Changes to Privacy Policy

Changes to this Privacy Policy may occur periodically. The "Last Updated" date will reflect any modifications, and material changes will be accompanied by a notice prior to their effective date. Please revisit this page for the latest information on our privacy practices.