

Privacy Policy

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Information We Collect

We collect information you provide directly to us when using our interview scheduling platform:

- **Account Information:** Name, email address, institution affiliation
- **Schedule Data:** Interview availability, preferences, participant information, and scheduling requirements
- **Usage Information:** How you interact with our platform for service improvement

How We Use Your Information

We use your information solely to provide our scheduling services:

- Generate optimized interview schedules based on your data
- Send notifications and updates about your scheduling events
- Provide customer support
- Improve our platform functionality

We do not:

- Sell, rent, or share your data with third parties for marketing purposes
- Use your scheduling data for any purpose other than generating your schedules
- Access your data except to provide technical support when requested

Data Ownership and Control

- **Your data belongs to you.** All schedule information, participant data, and generated schedules remain your property
- **You control access.** Only users you authorize can view or edit your scheduling events
- **You can export or delete your data** at any time through your account settings

Data Security

We implement industry-standard security measures to protect your information:

- Encrypted data transmission and storage
- Secure servers with restricted access
- Regular security updates and monitoring
- Limited employee access on a need-to-know basis

Data Retention

- Active account data is retained while your account remains active
- Deleted events and data are permanently removed within 30 days
- Account data is deleted within 90 days of account closure
- Backups containing your data are purged within 6 months

Your Rights

You have the right to:

- Access, update, or delete your personal information
- Export your data in standard formats
- Request information about how we process your data
- Withdraw consent for data processing

By using our interview scheduling platform, you acknowledge that you have read, understood, and agree to be bound by these Privacy Policy..