

Elite Medical Prep: Meeting Assistant Privacy Policy

1. Introduction and Scope

This Privacy Policy describes how Elite Medical Prep ("we," "us," or "our") collects, uses, and shares information when you use our Google Calendar Applet ("the Applet"). The Applet is designed to assist users by joining scheduled meetings, recording audio/video, and generating transcripts and summaries.

2. Information We Collect

- **Google Calendar Data:** We access your Google Calendar to identify scheduled meetings where the bot has been invited. This includes meeting titles, times, and participant lists.
- **Audio and Video Recordings:** When the bot joins a meeting, it captures audio and video streams of all participants.
- **Transcripts and Summaries:** We generate text-based records of meeting dialogue and use AI to create summaries of the discussion.
- **Metadata:** We collect technical data such as IP addresses, device types, and join/leave times for troubleshooting and security.

3. How We Use Your Data

We use the collected information strictly to:

- Facilitate the joining and recording of scheduled meetings.
- Provide automated transcription and summarization services.
- Improve the accuracy of our AI models (only with explicit, separate opt-in consent).
- **Limited Use Disclosure:** Our use of information received from Google APIs adheres to the [Google API Services User Data Policy](#), including the Limited Use requirements.

4. Consent and Participant Rights

- **Notice to Participants:** The bot will clearly identify itself upon joining. Users are responsible for ensuring all meeting participants are notified and have consented to being recorded.
- **Opt-Out:** Any participant may request that the bot stop recording or leave the meeting at any time.
- **Access and Deletion:** Under regulations like GDPR, participants have the right to request a copy of the transcript or the permanent deletion of a recording.

5. Data Security and Retention

- **Encryption:** All data is encrypted in transit and at rest.



- **Retention Policy:** We retain recordings and transcripts only for as long as necessary to provide the service (e.g., 30–90 days) or as specified by the account holder’s settings.
- **No Third-Party Sales:** We do not sell participant data to third parties for advertising or any other purpose.

6. Contact Us

For questions regarding this policy or to exercise your data rights, please contact: **Elite Medical Prep Privacy Office** [Insert Email Address] [Insert Physical Address]

Crucial Next Steps for Implementation:

1. **In-Meeting Indicator:** Ensure your bot uses a recognizable name (e.g., "Elite Medical Bot (Recording)") so participants are not recorded unknowingly.
2. **Consent Script:** Configure the bot to post a message in the meeting chat upon arrival: *"Hello, I am the Elite Medical Prep assistant. I am recording this meeting to provide a summary. By staying, you consent to the recording."*
3. **Google OAuth Verification:** Google will require you to link this policy in your Google Cloud Console and may perform a security audit if you capture sensitive scopes.

Disclaimer: This response is for informational purposes and does not constitute legal advice. You should have the final document reviewed by legal counsel to ensure compliance with specific regional laws (e.g., GDPR or HIPAA).

