

Legal Documents for BossBuddy

Terms of Service

Last Updated: January 2024

1. Agreement to Terms

By accessing or using BossBuddy ("Service"), operated by BossBuddy Inc. ("Company", "we", "us"), you agree to be bound by these Terms of Service ("Terms"). If you disagree with any part of these terms, you do not have permission to access the Service.

2. Description of Service

BossBuddy is an AI-powered professional communication assistant that helps users transform casual messages into professional communications. The Service includes:

- Message rewriting functionality
- Multiple tone options
- Chrome extension
- API access (for Pro+ users)
- Message history and templates

3. User Accounts

3.1 Account Creation

- You must provide accurate and complete information
- You are responsible for maintaining account security
- You must be at least 13 years old to use the Service
- One person or legal entity may maintain no more than one free account

3.2 Account Responsibilities

- You are responsible for all activities under your account
- You must notify us immediately of any unauthorized use
- We reserve the right to suspend accounts violating these Terms

4. Acceptable Use

You agree NOT to use the Service to:

- Violate any laws or regulations
- Infringe on intellectual property rights

- Harass, abuse, or harm another person
- Send spam or unsolicited messages
- Attempt to gain unauthorized access to the Service
- Use the Service for any illegal or unauthorized purpose

5. Subscription and Payment

5.1 Billing

- Subscription fees are billed in advance on a monthly or annual basis
- All fees are in USD unless otherwise stated
- Prices are subject to change with 30 days notice

5.2 Free Trial

- New users may be eligible for a free trial
- Credit card information may be required
- You will be charged automatically when the trial ends unless you cancel

5.3 Refunds

- Monthly subscriptions: No refunds for partial months
- Annual subscriptions: Pro-rated refund within 7 days of purchase
- All refunds are at our sole discretion

5.4 Cancellation

- You may cancel your subscription at any time
- Cancellation takes effect at the end of the current billing period
- No refunds for unused time in the current billing period

6. Intellectual Property

6.1 Your Content

- You retain all rights to your original messages
- By using the Service, you grant us a license to process your content
- We do not claim ownership of your content

6.2 Our Service

- The Service and its original content are protected by copyright
- You may not copy, modify, or distribute the Service

- "BossBuddy" is a trademark of BossBuddy Inc.

7. Privacy

Your use of the Service is also governed by our Privacy Policy. Please review our Privacy Policy, which also governs the Site and informs users of our data collection practices.

8. Disclaimers

THE SERVICE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. WE DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING:

- MERCHANTABILITY
- FITNESS FOR A PARTICULAR PURPOSE
- NON-INFRINGEMENT
- THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE

9. Limitation of Liability

TO THE MAXIMUM EXTENT PERMITTED BY LAW, BOSSBUDDY INC. SHALL NOT BE LIABLE FOR ANY:

- INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES
- LOSS OF PROFITS, DATA, USE, OR GOODWILL
- DAMAGES EXCEEDING THE FEES PAID IN THE PAST 12 MONTHS

10. Indemnification

You agree to indemnify and hold harmless BossBuddy Inc. from any claims, damages, or expenses arising from:

- Your use of the Service
- Your violation of these Terms
- Your violation of any third-party rights

11. Modifications

We reserve the right to modify these Terms at any time. We will notify users of any material changes via email or through the Service. Continued use after changes constitutes acceptance.

12. Termination

We may terminate or suspend your account immediately, without prior notice, for:

- Breach of these Terms
- At our sole discretion, without liability to you

13. Governing Law

These Terms are governed by the laws of Delaware, United States, without regard to conflict of law provisions. Any disputes shall be resolved in the courts of Delaware.

14. Contact Information

For questions about these Terms, contact us at:

- Email: legal@bossbuddy.ai
 - Address: BossBuddy Inc., 123 Tech Street, Dover, DE 19901
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Privacy Policy

Last Updated: January 2024

1. Introduction

BossBuddy Inc. ("we", "our", "us") respects your privacy and is committed to protecting your personal data. This Privacy Policy explains how we collect, use, and share information when you use BossBuddy.

2. Information We Collect

2.1 Information You Provide

- **Account Information:** Email address, password (encrypted)
- **Payment Information:** Processed securely through Stripe/PayPal
- **Message Content:** The messages you submit for rewriting
- **Usage Data:** How you interact with the Service

2.2 Automatically Collected Information

- **Log Data:** IP address, browser type, operating system
- **Device Information:** Device type, unique device identifiers
- **Cookies:** Session cookies, preference cookies
- **Analytics:** Usage patterns, feature adoption

3. How We Use Information

We use collected information to:

- Provide and improve the Service
- Process payments and send invoices
- Send service-related communications
- Respond to support requests

- Detect and prevent fraud
- Comply with legal obligations

4. Information Sharing

We DO NOT sell your personal information. We may share information with:

4.1 Service Providers

- Payment processors (Stripe, PayPal)
- Email service providers (for transactional emails)
- Analytics providers (in aggregated form)
- Cloud hosting providers

4.2 Legal Requirements

We may disclose information if required by law or to:

- Comply with legal process
- Protect our rights and safety
- Prevent fraud or abuse

5. Data Security

We implement appropriate security measures including:

- Encryption in transit and at rest
- Regular security audits
- Access controls and authentication
- Secure data centers

However, no method of transmission over the Internet is 100% secure.

6. Data Retention

- **Message Content:** Not stored after processing
- **Account Data:** Retained while account is active
- **Analytics Data:** Retained for 2 years
- **Deleted Accounts:** Removed within 30 days

7. Your Rights

You have the right to:

- Access your personal data

- Correct inaccurate data
- Request deletion of your data
- Export your data
- Opt-out of marketing communications
- Lodge a complaint with supervisory authorities

8. GDPR Compliance

For EU residents, we comply with GDPR requirements:

- **Legal Basis:** Contract performance and legitimate interests
- **Data Portability:** Export your data anytime
- **Right to Erasure:** Request account deletion
- **Data Protection Officer:** privacy@bossbuddy.ai

9. California Privacy Rights

For California residents under CCPA:

- Right to know what information we collect
- Right to delete personal information
- Right to opt-out of sale (we don't sell data)
- Right to non-discrimination

10. Children's Privacy

The Service is not intended for children under 13. We do not knowingly collect information from children under 13. If we discover such data, we will delete it immediately.

11. International Data Transfers

Your information may be transferred to and processed in countries other than your own. We ensure appropriate safeguards are in place for such transfers.

12. Third-Party Links

The Service may contain links to third-party websites. We are not responsible for their privacy practices.

13. Changes to Privacy Policy

We may update this Privacy Policy periodically. We will notify you of material changes via email or through the Service.

14. Contact Us

For privacy-related questions:

- Email: privacy@bossbuddy.ai
 - Data Protection Officer: dpo@bossbuddy.ai
 - Address: BossBuddy Inc., 123 Tech Street, Dover, DE 19901
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Cookie Policy

What Are Cookies?

Cookies are small text files stored on your device when you visit our website.

How We Use Cookies

Essential Cookies

- User authentication
- Security features
- Load balancing

Functional Cookies

- Language preferences
- User interface settings
- Feature toggles

Analytics Cookies

- Google Analytics (anonymized)
- Internal usage tracking
- Performance monitoring

Managing Cookies

You can control cookies through your browser settings. Disabling cookies may affect Service functionality.

Updates

We may update this Cookie Policy. Check this page periodically for changes.

GDPR Data Processing Agreement

Available upon request for enterprise customers at legal@bossbuddy.ai

Acceptable Use Policy

Prohibited Uses

You may not use BossBuddy to:

1. Create content that is:

- Illegal or promotes illegal activities
- Harassing, threatening, or abusive
- Defamatory or fraudulent
- Violating intellectual property rights

2. Technical violations:

- Reverse engineer the Service
- Use automated tools to access the Service
- Attempt to gain unauthorized access
- Interfere with Service operation

Enforcement

Violations may result in:

- Warning
- Temporary suspension
- Permanent account termination
- Legal action

Reporting Violations

Report violations to: abuse@bossbuddy.ai