**Arnotes Pty Ltd Privacy Policy**

Effective Date: 21/05/2023

**Introduction**

Arnotes Pty Ltd, Arnotes respects your privacy and is committed to protecting your personal data. This Privacy Policy will inform you about how we handle your personal data when you visit our website or use our service your privacy rights, and how the law protects you.

**Important Information and Who We Are**

Arnotes Pty Ltd, located in Victoria, Australia, is the controller and responsible for your personal data. If you have any questions, please contact us at: [Arnotesupport@arnotes.com](mailto:Arnotesupport@arnotes.com), or +61 467404401.

**the Data We Collect About You**

We may collect, use, store and transfer different kinds of personal data about you when you use our Service:

**Personal Identifiable Information (PII)** includes first name, last name, email address, school name, and other details you provide when you register or use our Service.

**Technical Data** includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our website.

**Usage Data** includes information about how you use our website and Service.

**Recordings and Transcriptions Data** includes the audio recordings and transcriptions you make using our Service.

**How We Use Your Personal Data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data to:

- Register you as a new user

- Manage and operate your account

- Deliver our Service

- Analyse and improve our Service

- Detect, prevent and address technical issues

- Comply with our legal obligations

**Disclosures of Your Personal Data**

We may share your personal data for the purposes set out in this Privacy Policy:

- With third parties for educational or retail purposes, or to perform certain services on our behalf.

- As required by law or respond to legal process.

Your Recordings and Transcriptions Data are anonymised and are not directly linked to your personal identifiable information.

**International Transfers**

Our operations are based in Australia, but we may transfer your personal data outside Australia if necessary for the operations of our Service.

**Data Security**

We have implemented measures designed to secure your personal data from accidental loss and from unauthorised access, use, alteration, and disclosure. We limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know.

**Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

**Your Legal Rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

- Request access to your personal data

- Request correction of your personal data

- Request erasure of your personal data

- Object to processing of your personal data

- Request restriction of processing your personal data

- Request transfer of your personal data

- Right to withdraw consent

**Changes to the Privacy Policy and Your Duty to Inform Us of Changes**

We keep our Privacy Policy under regular review and may update it. We will notify you of any changes by posting the updated policy on this page.

**Contact Us**

If you have any questions, comments or requests regarding this Privacy Policy, please contact us at: [Arnotesupport@arnotes.com](mailto:Arnotesupport@arnotes.com), or +61 467404401