

# Mitable Data Privacy Policy

*Last Updated: Thursday, February 19th 2026*

## 1. Overview

Mitable (“we,” “us,” or “our”) provides software that helps organizations understand and summarize work activity.

This Privacy Policy explains what information we collect, how we use it, how we retain it, and how we protect it.

By using Mitable, you agree to the practices described in this policy.

---

## 2. Information We Collect

Depending on enabled features and user actions, Mitable may process:

### Work Session Information

- Session start and end times
- Session duration
- Optional session names or goals
- Focused application or window metadata (e.g., application name, window title)

### Images of the User’s Screen

When enabled, Mitable may capture images of the user’s screen during work sessions. These images are used to extract structured observations about work activity.

Mitable is designed to minimize capture of sensitive applications and allows organizations to configure additional controls.

### Audio Data (Optional)

If enabled:

- Audio segments recorded during a session
- Transcripts derived from recorded audio

## AI-Generated Outputs

- Activity classifications
- Written summaries
- Structured insights
- Analytical outputs derived from session activity

## Uploaded Content

Files uploaded by users (e.g., documents or text files) and extracted text derived from those files.

## Integration Data (Optional)

If connected, Mitable may process metadata from integrated services.

---

# 3. How We Use Information

We use information to:

- Generate summaries and structured insights
- Provide dashboards and analytics
- Enable search and retrieval across session data
- Improve system performance and reliability
- Provide customer support

We do not sell personal data. We do not use personal data to train models.

---

# 4. Use of AI and Service Providers

Mitable uses cutting-edge AI models, including Anthropic, Google, OpenAI, and other bleeding-edge models, to generate summaries, classifications, and structured insights from screen images, audio transcripts, and uploaded content.

Mitable **never uses customer data to train any models**, and we have agreements with all of the major AI providers named above to ensure that customer data is not used to train their models either.

All AI processing is performed under strict confidentiality and security measures.

---

## 5. Data Retention

Mitable retains data only as long as necessary to provide the Services and support organizational needs.

Depending on configuration and deployment:

- Images of the user's screen may be processed temporarily or retained for a limited period.
- Extracted text, structured observations, and AI inference results are stored to support summaries, analytics, search, and system integrity.
- AI-generated outputs, classifications, and analytical logs may be retained as part of session history.
- Audio transcripts (if enabled) are retained as part of session records.
- Uploaded files are retained until deleted by the user or organization administrator.

Organizations may request defined retention windows or deletion of organizational data.

Upon termination of service, data is deleted in accordance with contractual commitments and applicable laws.

---

## 6. Security

We implement administrative, technical, and organizational safeguards designed to protect information against unauthorized access, disclosure, alteration, or destruction.

Security measures include:

- Encryption of data in transit
- Encryption of sensitive credentials at rest
- Access controls and tenant isolation
- Restricted internal access to customer data
- Safeguards designed to reduce capture of sensitive applications

---

## 7. Security Incidents

If a security incident occurs that affects customer data, we will respond promptly and in accordance with applicable laws and industry standards.

---

## 8. User Controls

Users and administrators may:

- Delete uploaded files
- Disable audio recording or transcription
- Disable integrations
- Configure capture restrictions
- Request deletion of organizational data

To request deletion or changes, contact: **[mikun@mitable.ai](mailto:mikun@mitable.ai)**

---

## 9. Changes to This Policy

We may update this Privacy Policy periodically. Updates will be posted on this page with a revised date.