

# Privacy Policy for EchoTenant

**Effective Date:** 3/20/2026

EchoTenant ("we," "our," or "us"), owned and operated by Steptech Innovation LLC, respects your privacy and is committed to protecting your information. This Privacy Policy explains how we collect, use, and safeguard your data when you use the EchoTenant web application (the "Service").

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## 1. Information We Collect

We collect the following types of information:

### a. Account Information

- Name
- Email address
- Authentication provider (Google or Microsoft)

### b. Calendar and Scheduling Data

When you authorize integrations, we may access: - Calendar events (titles, times, attendees) - Availability and free/busy data - Scheduling data from Calendly

### c. Meeting Data

- Zoom meeting metadata (e.g., meeting links, times)

### d. Usage Data

- Log data (IP address, browser type, device info)
  - Interaction data within the application
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## 2. How We Use Your Information

We use your information to: - Provide and operate the Service - Sync and manage your calendar events - Create and manage meetings - Authenticate users via Google or Microsoft SSO - Improve performance and user experience - Ensure security and prevent fraud

We only use data necessary to provide core functionality.

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### **3. Third-Party Integrations**

EchoTenant integrates with third-party services including: - Google Calendar - Microsoft Outlook Calendar - Calendly - Zoom - Google SSO - Microsoft SSO

By connecting these services, you authorize us to access relevant data to provide functionality.

We do not control these third-party services. Their use is governed by their own privacy policies and terms.

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### **4. Google API Services Disclosure**

EchoTenant's use of information received from Google APIs adheres to the Google API Services User Data Policy, including the Limited Use requirements.

We: - Only access data necessary for user-facing features - Do not use Google user data for advertising - Do not sell Google user data - Do not transfer Google user data to third parties except as required to provide the Service

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### **5. Data Sharing**

We do not sell your personal data.

We may share data only in the following cases: - With service providers necessary to operate the Service - To comply with legal obligations - To protect our rights, users, or systems

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### **6. Data Retention**

We retain your data only as long as necessary to provide the Service and fulfill legal obligations.

You may request deletion of your data at any time.

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### **7. Data Security**

We implement reasonable administrative, technical, and organizational safeguards to protect your data. However, no system is completely secure.

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## 8. Your Rights

Depending on your location, you may have the right to: - Access your data - Correct inaccurate data - Delete your data - Withdraw consent

To exercise these rights, contact us at the email below.

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## 9. Revoking Access

You can revoke EchoTenant's access to your connected accounts at any time through: - Google Account permissions - Microsoft Account settings - Calendly settings - Zoom settings

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## 10. Children's Privacy

EchoTenant is not intended for individuals under the age of 18. We do not knowingly collect data from children.

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## 11. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Continued use of the Service after changes constitutes acceptance of the updated policy.

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## 12. Contact Information

EchoTenant is owned and operated by Steptech Innovation LLC.

If you have questions about this Privacy Policy, contact us at:

**Company:** Steptech Innovation LLC

**Email:** sbrown@steptechinnovation.com

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**By using EchoTenant, you agree to this Privacy Policy.**