



# GDPR Guidelines and Responsibilities

Understanding your obligations under the General Data Protection Regulation (GDPR) when using Equal Time is important. As a user, it is your responsibility to ensure that you comply with these regulations in your dealings with all meeting participants. This guide provides a high-level overview of your obligations.

## **1. Inform and Obtain Consent**

Under the GDPR, you must inform meeting participants that you are using Equal Time, which provides real-time data and insights, as well as transcripts of the meeting. This can be done through email, a meeting agenda, or verbally at the start of the meeting. It is also your responsibility to obtain the explicit consent of all participants before using the tool.

## **2. Option to Dismiss the Bot**

The GDPR also requires that you respect the rights of participants to opt-out. In Zoom and Google Meet calls, any Equal Time user or meeting participant can dismiss the bot at any point if they do not consent to the use of the tool in the meeting by clicking on the link sent in the chat. The dismissal will not be reported back to you, and you will not know who dismissed the bot.

In MStTeams, Zoom, or Google Meet, the meeting host can remove the bot, similarly to how they would remove a participant from the call. This will not result in meeting data deletion, but that can be requested by emailing [legal@equaltime.io](mailto:legal@equaltime.io).

## **3. Data Deletion upon Dismissal**

Upon dismissal of the bot, all meeting data associated with the participant who dismissed the bot will be deleted permanently. This action ensures that Equal Time complies with the 'Right to Erasure' provision of the GDPR.

## **4. Right to Erasure**

Any user has the right to request that their data be removed from our systems. This can be done by writing to [legal@equaltime.io](mailto:legal@equaltime.io). Equal Time will promptly delete the user's information in compliance with GDPR regulations.

Please ensure you have a thorough understanding of GDPR and seek appropriate legal counsel if needed. Compliance with GDPR is a shared responsibility between Equal Time and its users. Your awareness and understanding of these guidelines are crucial in ensuring that you meet your GDPR obligations.

This document is for informational purposes only and is not intended as legal advice. We recommend that you consult with a legal professional for advice regarding your compliance with GDPR and other privacy laws.