

# BOOKADO PRIVACY POLICY

Last modified: **December 12, 2018** (no archived versions)

This Privacy Policy is meant to help you understand what information we collect, why we collect it, and how you can update, manage, export, and delete your information.

By using Bookado Services you declare that you have read and approved this Privacy Policy.

## Services

Bookado is used by many businesses and organizations as a tool to speed up and efficiently manage resources, that are a subject of booking (i.e. meeting rooms). It integrates with enterprise calendar software (Customer's Calendar), in example: Microsoft Office 365 Outlook calendar, or Google G-Suite calendar. This means that through our Services all Authorised Users ("Users") have access to their company calendar information.

Our services include:

- **mobile applications** that enables Users to use their mobile devices to quickly interact with the Services (in example checking the resource availability or booking the resource);
- **back-end application** that is used by Customer Administrator to setup and configure the Services for its Users; it provides reports on resources usage and allows Customer to take better decisions; it sends push notification to mobile devices to verify if the booking is in use.

## Information we need to deliver Services

Our main target is to collect **ONLY** this information that is needed to deliver designed functionality to you with a good quality.

**The information we collect** includes unique identifiers, settings, device type and settings, operating system, mobile network information including carrier name, and application version number. We also collect information about crash reports, system activity, and the date, time and duration for which you are booking a resource.

We collect this information to provide features like automatic product updates, to provide reports and fix issues related only to specific devices or system versions.

To fully use Bookado mobile application features **please approve its access to the camera**. It is needed to read the QR code of the resource and display information about resource availability on the screen.

## Information about resources

Customer grants Bookado a worldwide access to a list of resources (in example meeting rooms) and their details, including, but not limited to: name, location, capacity and

availability. This information is used by our Services to display a list of available resources for booking by the Users being a part of Customer's Workspace.

We need the following to operate:

- resource identifier (identification alphanumeric string like OID in case of Microsoft)
- Resource name
- Location, and/or Address
- Capacity
- Additional attributes (in example a projector, TV set or VC kit)
- Availability information ( is it free or busy at given time)

## Information about Authorised Users

Bookado **does NOT** store your logins and passwords used to authenticate yourself within Client's Workspace. You are proving your identity using independant to us and secured services like Single Sign-On (SSO), or OAuth2.0 - that are the industry standard.

Bookado receives access to **Authorised Users profiles** within Customer's Workspace to display information about the User (you). We need the following to operate:

- users identifier (identification alphanumeric string like OID in case of Microsoft)
- users tokens (information needed to operate within Customers tenant as Authorised User)
- user name and surname
- user's e-mail address
- user's location (address of main office, to indicate main location)

Bookado receives access to your **calendar and events** you own, or participate in. We need the following to operate:

- Event subject
- Event attendees
- Location (this can be the id of a meeting room)
- Time of start
- Time of finish
- Event organizer (this can be your e-mail address)

## Automatic actions

To fully use Bookado mobile application features **please approve receiving push notifications**. Bookado allows you to easily manage your bookings in your calendar and receive push notification on your mobile device when your booking starts. Your organization can save a lot of time of its employees thanks to that feature.

We need the following to operate:

- your device id
- user id
- platform information (iOS/Android)

Depending on settings in Customer's administration portal, Bookado **MAY automatically modify** your meeting (reduce time) in case you do not confirm usage of a reservation. This is managed by the Customers' Administrator. Please refer to User Manual for details.

## Reporting

Our automated systems **analyze the Customer's enterprise calendar and Authorised Users actions**, to provide periodic reports, including but not limited to, a number of meetings held, most occupied meeting rooms and meetings time. This is to give Customer data for analysis allowing to take better decisions and to improve our services. Our reports are on **aggregated level**, it is not possible to filter them to see particular Users' activity.

## Managing, reviewing and updating your information

We build our service on top of integration with existing Customer's Calendars, that is why the only data we use are those that are **owned and controlled by the Customer**. If you want to manage, review, update or remove your account information or any data related to it, please contact the Customer (in most cases it is your employer).

By using Bookado you are approving that Bookado has **access to your data stored by a Customer in its Workspace**. Some of that data have to be stored on Bookado back-end application to efficiently run the Service for you.

## Termination of subscription

The Customer may decide about discontinuing use of our Services for its organization and its employees, in that case we will give a reasonable time for the Customer to allow easy return to the Services. Once this period ends all the **statistical data** will be **anonymized** in the way that there will be no connection to the Customer and its Authorised Users.

We will remove the name of the Customer and its address information, but we **will keep some data** related to it like Customer's industry, country, number of locations and issued invoices. This includes also **aggregated information** about number of meetings, number of meeting rooms, duration of the meetings, start and finish time of the meetings, number of meetings where time has been extended using Bookado application, number of meetings where time has been reduced using Bookado application, number of users using Bookado application, number of sent push notification to the users, number of replies (and its type) to push notification.

We **will keep data** related to invoicing as it is required by financial law.

## Who can access data

We **do not share** your personal information with anyone. The information we store in our back-end application is useless without the context of Customer and its Workspace. The data can be accessed **only by Bookado authorised staff** for the purpose of analysing the problem and providing solution.

## Changes to this Privacy Policy

We may change this Privacy Policy from time to time as a result of law changes or introducing new functionalities to our Services. **Please make sure you are always familiar with newest Privacy Policy.**

## Contacting Bookado

Please feel free to contact us if you have any questions about Bookado's Privacy Policy. You may contact us at [contact@bookado.io](mailto:contact@bookado.io).

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