

Privacy Policy

Effective Date: 11 April 2025

At **Sustain Studio**, your privacy is important to us. This Privacy Policy explains how we collect, use, and protect your information when you use our web-based platform that provides green building compliance support.

1. Information We Collect

When you use our platform, we collect the following data:

- **Google Account Information:** When you sign in using Google OAuth, we collect your name, email address, and time of sign in.
- **Email Access (Gmail API):** With your explicit consent, we may access your Gmail account to draft compliance-related and task list emails on your behalf, which will be saved in your drafts folder. These will not be sent automatically.
- **Calendar Access (Google Calendar API):** We access your Google Calendar to create task reminders and schedule compliance follow-ups. These Google Calendar reminders are for you and you only, no other parties are added to these events.
- **Uploaded Documents:** These may include PDFs, spreadsheets, and images related to compliance checks. They are temporarily stored to generate reports.

2. How We Use Your Information

We use your information to:

- Authenticate your identity via Google OAuth
- Automate compliance workflows (email reminders, calendar events)
- Generate compliance reports and task lists
- Improve our services and user experience

We do **not**:

- Sell or share your personal data with third parties for marketing
- Have access to your emails beyond the specific scope of compliance automation

3. Data Storage & Security

- All documents are stored securely on **AWS S3**, encrypted at rest.
- We do not retain Gmail or Calendar data beyond what is necessary for functionality.
- Access is limited to authorized team members.

4. Your Rights

You have the right to:

- Revoke access to Gmail/Calendar from your Google Account settings
- Request deletion of your data by contacting: enquiries@thesustain.co

5. Third-Party Services

We use:

- **Google OAuth** for login
- **Google APIs** (Gmail, Calendar)
- **AWS** for storage and hosting

These services may independently collect and process your data.

6. Changes to This Policy

We may update this Privacy Policy periodically. Continued use of the service after changes implies acceptance.

Contact Us:

If you have any questions, please contact us at enquiries@thesustain.co.