

Our privacy policy

Last updated November 20th, 2020

1. Introduction

We believe in simplicity and joyfulness. This paragraph will give you an overview about how we are using and protecting your data. To keep things simple, this is a summary of the privacy policy. It's not legally binding. The full version below is.

By connecting your Google account with Amie you are sharing some of your most personal information with us. This comes with responsibility. We will never sell your data to anyone. The privacy policy below explains the situations in which we share your data with third parties. We will make sure that when this happens, it is also visible to you inside the app. Here is an overview of the information we collect:

- We request access to your Google account's profile (email, full name and picture) to personalize your Amie experience.
- We request access to your contacts to enable you to send invites to your contacts through Amie.
- If your account is part of an organization, we request access to the list of users within that organization. We use this information to allow you to interact with your organization co-workers by for instance sending them a calendar invite.
- We request access to all the calendars and events that you have control of within your Google account. We can read, modify and create any information related to these calendars, including event location, attendees and notes.

All of this information is encrypted and securely stored on Amie's servers, located in western Europe. We only disclose information of yours whenever you choose to connect to a third party service to Amie. We will then show you which information would be disclosed beforehand. When you invite someone to a calendar event, we will share that you are using Amie, if you have this option enabled.

Amie also uses cookies to personalize your experience. Right now, the only cookie we save is to remember which theme you are using.

We comply with all privacy laws, both in the US and Europe. You can always get in touch via email to get all of the data we save. You can also have us delete all personal data of yours.

If you have any questions about this policy, please message us at privacy@amie.so.

And now, let's get into the official part.

2. About this privacy policy

Amie is a service provided by Amie GmbH ("Amie", "we", "us", or "our"). Amie is building the joyful productivity app. Everything you need and nothing that could get in the way.

This privacy policy explains how we collect, disclose and otherwise process personal data (defined below) when you use our website (the "site"), mobile application (the "app"), and all

related services provided by us (collectively, the "services"), and your choices concerning our data practices. "You" or "your", as used in this privacy policy, refers to the individual to whom personal data relates.

This privacy policy is incorporated into and forms part of our terms of service. Please read this privacy policy before using our service or submitting any personal data to Amie. Please contact us if you have any questions.

3. The personal information we collect

We may collect and store the following information when running our service:

Information you provide: We may collect personal information that can be used to contact or identify you, and may include information such as an individual's name and email address ("Personal information").

When you register for an account with Amie, we may collect some personal information, such as your name, your name and your email address. Amie allows you to link your third party accounts. We may use OAuth (as defined below), if available, to access third party accounts in order to limit our collection of your passwords. "OAuth" is an open protocol for authorization, a commonly used way for users to log in to sites using their accounts with third-party services, such as Google, but without exposing their third-party-service passwords to such sites. For a third party account that does not support OAuth, we will ask for your login credentials for such a third party account, which may include your email address and password. In all cases, we may collect your name and email address and the names and email addresses of your email contacts, subject to the terms of this privacy policy. If you create an account using your login credentials from one of your third party accounts, we may access and collect your name and email address and other personal information that your privacy settings on the third party account permit us to access, subject to the terms of this privacy policy.

When you invite others to join Amie, you provide us with certain contact information that allows us to send an invitation. We may also receive personal information through other users, for example if they have tried to give you access to an Amie account or refer Amie to you. It is your responsibility to ensure that your personal information is up-to-date.

Scope requested through Google's OAuth authorization: When creating an account with Amie through Google's OAuth authorization we will be requesting different scopes of information. All requested information is encrypted and securely stored in Amie's systems and is not shared with any third party. The scopes requested are the following:

- **Email:** We are requesting read access to the email address connected with your Google account in order to identify your account on Amie. (openid)
- **Profile:** We are requesting read access to your profile, in particular your Google avatar and full name in order to personalize your Amie experience. (openid)
- **Contacts:** We are requesting read access access to your contacts in order to enable you to directly invite your contacts to events you created inside of Amie. If your account is part of an organization, we are also requesting a read access to list all the

email addresses created within that organization. You can learn more about the contacts scope [here](https://www.googleapis.com/auth/contacts.other.readonly). (<https://www.googleapis.com/auth/contacts.other.readonly>) (<https://www.googleapis.com/auth/directory.readonly>)

- **Calendar:** We are requesting read and **write** access to your calendars and events in order to see, pre-populate, edit, share, and permanently delete your calendar with existing events. You can learn more about the calendar scope [here](https://www.googleapis.com/auth/calendar). (<https://www.googleapis.com/auth/calendar>)

Others' personal information: If you provide personal information about someone else, you must ensure and hereby agree that you are authorized to disclose that information to Amie and that, without Amie taking any further steps required by applicable data protection or privacy laws, Amie may collect, use and disclose such information for the purposes described in this privacy policy. You must take reasonable steps to ensure that the individual concerned is aware of and consents to the various matters detailed in this privacy policy, including the fact that that person's personal information is being collected, the purposes for which that information is being collected, the intended recipients of that information, Amie's identity, and how to contact Amie.

Sensitive personal information: You are prohibited from uploading any sensitive personal information about yourself or others, as set forth in the terms of service.

Log data: When you use the service, we may automatically record information from your device, its software, and your activity using the services. This may include the device's Internet Protocol ("IP") address, browser type, the web page visited before you came to our website, information you select or search for on our website, locale preferences, identification numbers associated with your devices, your mobile carrier, date and time stamps associated with transactions, system configuration information, metadata concerning your files, and other interactions with the service.

Cookies and tracking technologies: We also use technologies such as cookies, JavaScript, local storage (as defined below), scripts to collect information, provide a better user experience, and improve our services. A cookie is a small data file that we transfer to your device. We may use "persistent cookies" to save your registration ID and login password for future logins to the service. We may use "session ID cookies" to enable certain features of the service, to better understand how you interact with the service and to monitor aggregate usage and web traffic routing on the service. You can instruct your browser, by changing its options, to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit. If you do not accept cookies, however, you may not be able to use all aspects of the service. "Local storage" is a way for a website to collect and store information "locally" (e.g., on the user's device rather than on the website's server) and then later retrieve it again. Local storage includes "localStorage" and "sessionStorage." By using local storage, a user's visits can, for example, be stored on their own computer, counted, and then given to us.

4. How we use the information we collect

Personal information: Personal information is or may be used: (i) to provide and improve our service, (ii) to administer your use of the service, (iii) to better understand your needs and interests, (iv) to personalize and improve your experience, and (v) to provide or offer software updates and product announcements. If you no longer wish to receive communications from us, please follow the “unsubscribe” instructions provided in any of those communications, or update your account settings information.

Analytics: We also collect some information (ourselves or using third party services) using logging and cookies, such as IP address, which can sometimes be correlated with personal information. We use this information for the above purposes and to monitor and analyze use of the service, for the service’s technical administration, to increase our service’s functionality and user-friendliness, and to verify users have the authorization needed for the service to process their requests.

5. Disclosing and sharing the information we collect to third parties

Your use: Content that you provide to us may be shared with other users that are connected to your account. You can also use Amie to share your content with other third parties. For example, once you have your calendar connected to Amie, the information inside your events, such as event notes, might be shared with others when you invite them to your calendar event through Amie. This is even the case if they are not an account holder at Amie. While we want you to be aware of this sharing mechanism, it is equally important to state that under no circumstances will we sell your personal Information to third parties.

Service providers, business partners and others: We may use certain trusted third party companies and individuals to help us provide, analyze, and improve the service (including but not limited to data storage, maintenance services, database management, web analytics, payment processing, and improvement of the service’s features). These third parties may have access to your information only for purposes of performing these tasks on our behalf and under obligations similar to those in this privacy policy.

Third party applications: We may share your information with a third party application with your consent, for example when you choose to access our services through such an application. We are not responsible for what those parties do with your information, so you should make sure you trust the application and that it has a privacy policy acceptable to you.

Compliance with laws and law enforcement requests; protection of summary’s rights: We may disclose to parties outside Amie information that you provide and that we collect when we have a good faith belief that disclosure is reasonably necessary to (a) comply with a law, regulation or compulsory legal request; (b) protect the safety of any person from death or serious bodily injury; (c) prevent fraud or abuse of Amie or its users; or (d) to protect Amie’s property rights.

Google's limited use requirement: Amie's use of information received, and services's transfer of information to any other app, from Google APIs will adhere to Google's limited use requirements.

Business transfers: If we are involved in a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred as part of that transaction, but we will notify you (for example, via email and/or a prominent notice on our website) of any change in control or use of your information, or if your information becomes subject to a different privacy policy. We will also notify you of choices you may have regarding the information.

Non-private or non-personal information: We may disclose your non-private, aggregated, or otherwise non-personal information, such as usage statistics of our service.

6. Data retention

We store the personal information we receive as described in this privacy policy for as long as you use our services or as necessary to fulfill the purpose(s) for which it was collected, provide our services, resolve disputes, establish legal defenses, conduct audits, pursue legitimate business purposes, enforce our agreements, and comply with applicable laws.

7. Update your information

If you need to change or correct your personal data, or wish to have it deleted from our systems, you may contact us. We will address your request as required by applicable law.

8. Changing or deleting your information

All information processed by us may be transferred, processed, and stored anywhere in the world, including but not limited to, the United States or other countries, which may have data protection laws that are different from the laws where you live. We endeavor to safeguard your information consistent with the requirements of applicable laws.

9. Your choices

General: You may have the right to object to or opt out of certain uses of your personal information. Where you have consented to the processing of your personal information, you may withdraw that consent at any time by contacting us as described below. Even if you opt out, we may still collect and use non-personal information regarding your activities on our services and for other legal purposes as described above.

Email communications: If you receive an unwanted email from us, you can use the unsubscribe link found at the bottom of the email to opt out of receiving future emails. Note that you will continue to receive transaction-related emails regarding products or services you have requested. We may also send you certain non-promotional communications regarding us and our services, and you will not be able to opt out of those communications (e.g., communications regarding the services or updates to this privacy policy).

Mobile devices: We may send you push notifications through our apps. You may at any time opt out from receiving these types of communications by changing the settings on your mobile device. With your consent, we may also collect precise location information if you use our Apps. You may opt out of this collection by changing the settings on your mobile device.

“Do not track”: Your browser may offer you a “Do not track” option, which allows you to signal to operators of websites and web applications and services that you do not wish such operators to track certain of your online activities over time and/or across different websites. If your browser is set to “Do not track”, Amie will attempt to honor this functionality. However, our third party service providers may use their own cookies, pixel tags, web beacons or other storage technology to collect and store log data or information from elsewhere on the internet, and we do not have access to, nor control over, a third parties’ use of cookies or other tracking technologies.

Cookies and interest-based advertising: You may stop or restrict the placement of Technologies on your device or remove them by adjusting your preferences as your browser or device permits. Please note that cookie-based opt-outs are not effective on mobile applications. However, you may opt-out of personalized advertisements on some mobile applications by following the instructions for [Android](#) and [iOS](#). The online advertising industry also provides websites from which you may opt out of receiving targeted ads from data partners and other advertising partners that participate in self-regulatory programs. You can access these websites and learn more about targeted advertising and consumer choice and privacy, at www.networkadvertising.org/managing/opt_out.asp, <http://www.youronlinechoices.eu/>, <https://youradchoices.ca/choices/>, and <http://www.aboutads.info/choices/>.

Please note you must separately opt out in each browser and on each device.

10. Your privacy rights

Depending upon your location and in accordance with applicable laws, you may have the right to:

- Access personal information about you consistent with legal requirements. In addition, you may have the right in some cases to receive or have your electronic personal information transferred to another party.
- Request correction of your personal information where it is inaccurate or incomplete.
- Request deletion of your personal information, subject to certain exceptions prescribed by law.
- Request Restriction or object to processing of your personal information, including the right to opt in or opt out of the sale of your personal information to third parties.
- Not be discriminated against by us for exercising your privacy rights.

If you would like to exercise any of these rights, please contact us as set forth below. We will process such requests in accordance with applicable laws. To protect your privacy, we will take steps to verify your identity before fulfilling your request, such as by requiring you to submit your request via your account.

11. EU users

Scope: This section applies to individuals in the EU (for these purposes, reference to the EU also includes the European Economic Area countries of Iceland, Liechtenstein and Norway, the United Kingdom, and, to the extent applicable, Switzerland).

Data controller: Data protection laws in the EU differentiate between the "data controller" and "data processor" of personal data. If you signed up for Amie on your own, Amie is the data controller for the processing of your personal data. You can find our contact information, and the contact information of our EU-based representative, in the "Contact us" section below.

Data Processor: If one of Amie's business customers has granted you access to the service, Amie is the data processor for the processing of your personal data. To exercise the rights described below in relation to such processing of personal data, please contact the applicable business customer.

Legal bases for processing: This privacy policy (the paragraph "How we use the information we collect") describes the legal bases we rely on for the processing of your personal data. Please contact us if you have any questions about the specific legal basis we are relying on to process your personal data.

As used in this privacy policy, "legitimate interests" means our interests in conducting our business and developing a business relationship with you. This privacy policy describes when we process your personal data for our legitimate interests, what these interests are and your rights. We will not use your personal data for activities where the impact on you overrides our interests, unless we have your consent or those activities are otherwise required or permitted by law.

Your rights: Pursuant to the European Union General Data Protection Regulation (or GDPR), you have the following rights in relation to your personal data, under certain circumstances:

- Right of access: If you ask us, we will confirm whether we are processing your personal data and, if so, provide you with a copy of that personal data along with certain other details. If you require additional copies, we may need to charge a reasonable fee.
- Right to rectification: If your personal data is inaccurate or incomplete, you are entitled to ask that we correct or complete it. If we shared your personal data with others, we will tell them about the correction where possible. If you ask us, and where possible and lawful to do so, we will also tell you with whom we shared your personal data so you can contact them directly.
- Right to erasure: You may ask us to delete or remove your personal data, such as where you withdraw your consent. If we shared your data with others, we will tell them about the erasure where possible. If you ask us, and where possible and lawful to do so, we will also tell you with whom we shared your personal data with so you can contact them directly.

- Right to restrict processing: You may ask us to restrict or block the processing of your personal data in certain circumstances, such as where you contest the accuracy of the data or object to us processing it (please read below for information on your right to object). We will tell you before we lift any restriction on processing. If we shared your personal data with others, we will tell them about the restriction where possible. If you ask us, and where possible and lawful to do so, we will also tell you with whom we shared your personal data so you can contact them directly.
- Right to data portability: You have the right to obtain your personal data from us that you consented to give us or that was provided to us as necessary in connection with our contract with you, and that is processed by automated means. We will give you your personal data in a structured, commonly used and machine-readable format. You may reuse it elsewhere.
- Right to object: You may ask us at any time to stop processing your personal data, and we will do so:
 - If we are relying on a legitimate interest to process your personal data -- unless we demonstrate compelling legitimate grounds for the processing or we need to process your data in order to establish, exercise, or defend legal claims;
 - If we are processing your personal data for direct marketing. We may keep minimum information about you in a suppression list in order to ensure your choices are respected in the future and to comply with data protection laws (such processing is necessary for our and your legitimate interest in pursuing the purposes described above);
- Right to withdraw consent: If we rely on your consent to process your personal data, you have the right to withdraw that consent at any time. Withdrawal of consent will not affect any processing of your data before we received notice that you wished to withdraw consent.
- Right to lodge a complaint with the data protection authority: If you have a concern about our privacy practices, including the way we handled your personal data, you can report it to the data protection authority that is authorized to hear those concerns (in the UK, the Information Commissioner's Office (ICO), who can be contacted at <https://ico.org.uk/concerns>, and in other EU countries the data protection authority of the country in which you are located).

Please see the "Contact us" section below for information on how to exercise your rights.

Data transfers: We rely on our EU-U.S. and Swiss-U.S. Privacy Shield certification to transfer personal data that we receive from the EU and Switzerland to Amie in the U.S. (for more information, please read the "Privacy shield" section below).

12. Privacy shield

Amie complies with the EU-U.S. and Swiss-U.S. Privacy Shield frameworks ("Frameworks") as set forth by the U.S. Department of Commerce regarding the processing of personal data transferred from the EU and Switzerland to the U.S. (for these purposes, reference to the EU also includes the European Economic Area countries of Iceland, Liechtenstein and Norway). Amie has certified that it adheres to the Privacy Shield principles (described below). If there is any conflict between the policies in this privacy policy and the EU or Swiss Privacy Shield

principles, the Privacy Shield principles shall govern. To learn more about the Frameworks and to view our certification page, please visit [this website](#).

General: We rely on our Privacy Shield certification to transfer personal data that we receive from the EU and Switzerland to Amie in the U.S. and we process such personal data in accordance with the Privacy Shield principles of notice, choice, accountability for onward transfer, security, data integrity and purpose limitation, access, and recourse, enforcement and liability ("Privacy Shield Principles"), as described below.

Notice and choice: This privacy policy provides notice of the personal data collected and transferred under the Privacy Shield and the choice that you have with respect to such personal data. It also provides information about other Privacy Shield Principles that are set forth below.

Accountability for onward transfers: We may be accountable for the personal data we receive under the Privacy Shield that we may transfer to third-party service providers (described in the section "Disclosing and sharing the information we collect to third parties" above). If such service providers process personal data in a manner inconsistent with the Privacy Shield principles, we are responsible for the harm caused.

Security: We maintain security measures to protect personal data as described in the "Security" section of this privacy policy.

Data integrity and purpose limitation: We take reasonable steps to ensure that personal data is reliable for its intended use, and that it is accurate, complete and current for as long as we retain it. Our data retention practices are described in the "Data Retention" section of this privacy policy.

Access: EU users have certain rights to access, correct, amend, or delete personal data where it is inaccurate, or has been processed in violation of the Privacy Shield Principles. Please see the "Your Rights" section above for more information on the rights of users in the EU (and, to the extent applicable, users in Switzerland).

Recourse, enforcement, liability: In compliance with the Privacy Shield Principles, Amie commits to resolve complaints about our processing of your personal data. EU and Swiss users with inquiries or complaints regarding this Private Shield policy should first contact Amie at: privacy@amie.com.

We have further committed to refer unresolved Privacy Shield complaints to an alternative dispute resolution provider. If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based third party dispute resolution provider JAMS (free of charge) visiting [this website](#).

If your complaint is not resolved through these channels, under certain conditions a binding arbitration option may be available before a Privacy Shield panel. For additional information, please visit [this website](#).

We are subject to the investigatory and enforcement powers of the Federal Trade Commission with respect to personal data received or transferred pursuant to the Frameworks.

13. Security

The security of your information is highly important to us. We follow generally accepted standards to protect the information submitted to us, both during transmission and once we receive it. However, no method of electronic transmission or storage is 100% secure. Therefore, we cannot guarantee absolute security during transmission or storage. If you have any questions about security on our website, you can contact us at **care@amie.so**.

14. Third-party websites / applications

The services may contain links to other websites / applications and other websites / applications may reference or link to our services. These third-party services are not controlled by us. We encourage our users to read the privacy policies of each website and application with which they interact. We do not endorse, screen or approve, and are not responsible for, the privacy practices or content of such other websites or applications. Visiting these other websites or applications is at your own risk.

15. Our policy towards children

Our services are not directed to persons under 13. We do not knowingly collect personally identifiable information from children under 13. If a parent or guardian becomes aware that his or her child has provided us with personal information without their consent, he or she should contact us at **privacy@amie.so**. If we become aware that a child under 13 has provided us with personal information, we will take steps to delete this information from our files.

16. Cookies

A "cookie" is a piece of information sent to your browser by a website you visit. By choosing to use the site after having been notified of our use of cookies and other technologies in the ways described in this privacy policy, and, in applicable jurisdictions, through notice and unambiguous acknowledgement of your consent, you agree to such use.

Cookies can be stored on your computer for different periods of time. Some cookies expire after a certain amount of time, or upon logging out (session cookies), others survive after your browser is closed until a defined expiration date set in the cookie (as determined by the third party placing it) and help recognize your computer when you open your browser and browse the Internet again (persistent cookies). Our site uses cookies from the third parties described below. For more details on cookies please visit [All About Cookies](#).

The following chart sets out how we use different categories of cookies and similar technologies, as well as information on your options for managing the settings for the data collection by these technologies:

Category	Technology	Opt-out
<p>Strictly necessary: Used to provide users with services available through the site and to use some of its features, such as saving which theme the users have selected. These cookies are essential for using and navigating the site.</p>	<p>Amie: These cookies will expire in 20 years.</p>	<p>Because these cookies are strictly necessary to deliver the service, users cannot refuse them.</p>

Most advertising networks offer you a way to opt out of targeted advertising. If you would like to find out more information, please visit the Network Advertising Initiative's online resources at <http://www.networkadvertising.org> and follow the opt-out instructions there or if you are located in the European Union, visit the European Interactive Digital Advertising Alliance's Your Online Choices opt-out tool [here](#).

If you access the site on your mobile device, you may not be able to control tracking technologies through the settings.

17. Supervisory authority

If you are located in the European Economic Area or the UK, you have the right to lodge a complaint with a supervisory authority if you believe our processing of your personal information violates applicable law.

18. Changes to this privacy policy

This privacy policy may change from time to time, and the most current version will be posted on our site, so please check our site regularly. We may provide notice of changes in other circumstances as well. By continuing to use our service after those changes become effective, you agree to be bound by the revised privacy policy.

19. Contact us

If you have any questions about this privacy policy, please contact us at privacy@amie.so.