

BuildBob Data Privacy Policy

Effective Date: 1/1/2025

1. Introduction

BuildBob Private Limited (referred to as “we,” “our,” or “us”) is committed to protecting the privacy and security of our clients’ data. This Data Privacy Policy outlines how we collect, use, store, and protect data provided by our clients in connection with our platform for analyzing communications and project files.

2. Data Collection

We collect the following types of data:

2.1 Client Communications: Emails, messages, and other forms of communication related to project activities.

2.2 Project Files: Documents, schedules, and other files provided by the client.

2.3 Metadata: Information such as timestamps, file types, and data sources related to the communications and files.

3. Data Usage

We use the data collected for the following purposes:

3.1 Analysis and Insights: Leveraging AI to process communications and project files to identify foresight, detect discrepancies, and improve project outcomes.

3.2 Service Improvement: Enhancing the platform’s functionality and performance based on aggregated insights.

3.3 Client Support: Responding to queries, troubleshooting issues, and providing technical assistance.

4. Data Storage and Security

4.1 Storage Location: All data is securely stored in Singapore on servers hosted by Amazon Web Services (AWS) infrastructure. AWS servers comply with [industry-leading security standards](#), including: SOC 2 compliance, ISO 27001 certification and regular security audits and updates.

4.2 Encryption: All data in transit is encrypted using advanced encryption protocols.

4.3 Access Control: Data access is restricted to authorized personnel only, based on the principle of least privilege.

4.4 Retention: Data is retained only for as long as necessary to fulfill the purposes outlined in this policy or as required by law.

5. Data Sharing

We do not sell, share, or disclose client data to third parties under any circumstances, except for processing purposes with OpenAI. OpenAI processes data strictly under our instructions and [adheres to rigorous security standards](#), including:

5.1 Data Encryption: All data is encrypted in transit and at rest.

5.2 Compliance: OpenAI complies with industry standards and regulations, including SOC 2, GDPR, and CCPA, ensuring the highest level of data protection.

5.3 Training Data: Data processed by OpenAI via our platform is not used to train OpenAI models or improve their services. All client data remains confidential and is only processed to fulfill specific requests.

6. No Processing of Personal Data

Our platform is designed to process only work-related data, including project files and communications, and does not collect, use, or store personal data. As a result, the provisions of the Personal Data Protection Act (PDPA) in Singapore do not apply to our services. Clients are responsible for ensuring that any personal information included in shared data is appropriately anonymized or redacted before submission.

7. Client Responsibilities

The client is responsible for ensuring that:

7.1 All data shared with us complies with applicable data protection regulations.

7.2 Appropriate consents have been obtained from individuals whose data is included in communications or project files.

8. Data Subject Rights

Individuals whose data is processed have the following rights:

8.1 Access: The right to access their personal data.

8.2 Correction: The right to request corrections to inaccurate or incomplete data.

8.3 Deletion: The right to request deletion of personal data, subject to legal or contractual obligations.

8.4 Objection: The right to object to certain data processing activities.

8.5 Portability: The right to request a copy of their personal data in a portable format.

9. Changes to This Policy

We may update this policy from time to time to reflect changes in our practices, technologies, or legal requirements. Clients will be notified of significant changes before they take effect.

10. Contact Information

For questions or concerns about this Data Privacy Policy or our data practices, please contact us at:

Joe Kawai, CTO
joe@buildbob.ai
BuildBob Private Limited

By using our platform, the client acknowledges that they have read and understood this Data Privacy Policy and agree to its terms.