

Dotted Line Privacy Policy

Effective Date: 1 May 2024

Welcome to the Dotted Line platform! This Privacy Policy describes how we collect, use, and disclose information about you when you use our software platform and website (collectively, the "Platform").

1. Information We Collect

We collect the following types of information when you use Dotted Line:

- **Personal Information:** We collect information that you provide to us when you register for an account, create or update your profile, communicate with us, or otherwise use the Platform. This may include your name, email address, organisation, and any other information you choose to provide.
- **Usage Information:** We collect information about your use of the Platform, including the features you access, the actions you take, and the frequency and duration of your activities.
- **Device Information:** We automatically collect information about the devices you use to access the Platform, including the device type, operating system, unique device identifiers, IP address, and mobile network information.
- **Artificial Intelligence (AI) and Machine Learning Data:** We may collect data generated or processed by our AI and machine learning algorithms, including patterns of usage, preferences, and behaviour within the platform.

2. Cookies and Similar Technologies

We use cookies, web beacons, and other tracking technologies to collect information about your interactions with the Platform and to improve the user experience. You can control cookies through your browser settings and other tools, but please note that disabling cookies may affect your ability to access certain features of the Platform.

3. How We Use Your Information

We use the information we collect to:

- Provide, maintain, and improve the Platform
- Communicate with you about your account and our services
- Personalise your experience and customise content
- Analyse usage trends and preferences
- Detect, investigate, and prevent fraudulent or unauthorised activity
- Comply with legal and regulatory requirements

4. Information Sharing and Disclosure

We may share your information with third parties for the following purposes:

- With service providers who assist us in operating the Platform and providing our services
- With your consent or at your direction
- In connection with a merger, acquisition, or sale of assets

- To comply with legal obligations, enforce our rights, or protect the rights, property, or safety of others

5. Data Retention

We will retain your information for the period necessary to fulfil the purposes outlined in this Privacy Statement, to make our products and services available to you, or as instructed by you, unless a longer retention period is required or permitted by law.

6. Security

Dotted Line takes technical and organisational measures to protect your information against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access. However, no method of transmission over the Internet and no means of electronic or physical storage is absolutely secure, so we cannot ensure or warrant the security of that information.

7. Artificial Intelligence (AI) and Machine Learning

Dotted Line uses AI and machine learning algorithms to enhance the functionality of the platform, including but not limited to:

- **Predictive Analytics:** Analysing user data to predict future trends and optimise project management processes.
- **Natural Language Processing:** Processing and analysing text data to improve communication and collaboration within projects.
- **Recommendation Systems:** Suggesting relevant projects, tasks, or resources based on user behaviour and preferences.

8. Children's Privacy

If you are under the age of 16, you may not have a Dotted Line account or use Dotted Line's products or services. We do not knowingly process any information from, or direct any of our products or services to, children under the age of 16.

9. Your Choices

You can access, update, or delete your account information by logging into your account settings. You may also contact us to request access to or correction of your information, or to opt out of certain communications.

10. Changes to This Privacy Policy

We will update this Privacy Statement to make sure it accurately reflects our data collection and use practices, our amazing features, advances in technology, or as applicable laws require. We will comply with applicable legal requirements regarding providing you with notice and/or consent when we make such changes, depending on the type of change made. We will also provide information about how our Privacy Statement has changed over time.

11. Contact Us

If you have any questions about this Privacy Policy or our data practices, please contact us at support@dottedl.com.

By using the Platform, you consent to the collection, use, and disclosure of your information as described in this Privacy Policy.