

Privacy Policy

Effective Date: 05.02.2025

By using our web application or uploading any audio content, you agree to this Privacy Notice.

Introduction

- **Controller:** Sarah Baur
- **Address:** Andreasstrasse 15, 8050 Zurich
- **Contact:** sarah.baur@uzh.ch

We operate our services from servers located in Zurich, Switzerland. All data processing is performed in Switzerland or as otherwise described in this notice.

What Personal Data We Collect

1. Audio Files:

- When you upload audio files for transcription, those audio files may contain personal data, including sensitive information (e.g., health details, ethnic origin, biometric data such as voiceprints), depending on the content. It is the user's choice to upload such information, and we do not take on any responsibilities regarding the sensitivity of the content.
- We process these audio files solely for the purpose of generating a text transcription.

2. Automatically Collected Data:

- **Log Files:** Our servers may collect technical data such as IP addresses, browser types, device information, and timestamps for troubleshooting and security purposes.

Purpose and Legal Basis for Processing

We process your personal data to provide our transcription service. Specifically:

- **Service Provision:** To process and transcribe the audio files you upload.
- **Security and Maintenance:** To maintain server logs, ensure the integrity of our systems, and prevent misuse or unauthorized access.
- **Legal Compliance:** To comply with legal obligations or respond to lawful requests by public authorities.

Where required by Swiss law, we rely on **your consent** when you upload audio files, particularly if the audio contains sensitive personal data. You have the right to withdraw your consent at any time (e.g., by stopping the use of our service), though withdrawal does not affect the lawfulness of processing performed before the withdrawal.

How We Process and Store Your Data

1. Temporary Storage:

- Uploaded audio files are stored in a secure, restricted-access folder on our servers.
- We store data on encrypted AWS EBS volumes (AWS KMS). This ensures that uploaded files are protected at rest.

2. Automated Transcription:

- We use a local instance of the **Whisper** transcription model on our server to process your audio.
- The audio file does **not** leave our servers for external processing.

3. Deletion of Audio Files:

- We delete the uploaded audio files immediately after the transcription process completes and is uploaded to the website.
- In the event of a system error, we attempt to delete all partially processed files promptly.

4. Storage of Transcripts:

- We do not retain the text transcripts on our servers. Once the transcription is provided to you, we delete it.

5. Backups and Snapshots:

- We may keep routine backups of our server environment. Backups are stored securely and encrypted. Data in backups is deleted or overwritten according to our data retention schedule.

6. Disclosure of Data

We do **not** sell or rent your personal data to third parties. We may share your data under the following circumstances:

- **Legal Requirements:** We may disclose your data to comply with a legal obligation, protect our rights, or respond to lawful requests by public authorities.

7. International Data Transfers

All data is processed and stored in **Switzerland**. We do not transfer your data to other countries unless it is strictly necessary (e.g., an external backup location).

8. Data Security

We implement appropriate technical and organizational measures to protect your data against unauthorized access, accidental loss, destruction, or alteration:

- **TLS/SSL Encryption:** All data is encrypted during transfer (HTTPS).
- **Restricted Access:** Access to our servers is limited to authorized personnel only, and SSH connections are locked down to specific IP addresses (where feasible).

9. Data Retention

- **Audio Files:** Deleted as soon as the transcription is complete.
- **Transcripts:** Not stored.
- **Logs:** Retained for system security and diagnostic purposes for a limited period (four weeks) before automatic deletion or anonymization.

10. Your Rights

Under Swiss data protection law (and GDPR if you reside in the EU/EEA), you have the following rights:

1. **Right of Access:** The right to request information on your personal data we process.
2. **Right to Rectification:** The right to request correction of inaccurate or incomplete data.

3. **Right to Deletion (“Right to be Forgotten”)**: The right to request deletion of your data, subject to certain exceptions.
4. **Right to Object**: The right to object to processing based on our legitimate interests (if applicable).
5. **Right to Withdraw Consent**: If processing is based on consent, you can withdraw it at any time.

To exercise any of these rights or if you have questions, please contact us at sarah.baur@uzh.ch.

11. Changes to This Privacy Notice

We may update this Privacy Notice to reflect changes in our practices or legal requirements. When we do, we will revise the **Effective Date** at the top. We encourage you to review this page periodically.

12. Contact Us

If you have any questions, concerns, or complaints regarding this Privacy Notice or our data practices, please contact:

- Sarah Baur
- Andreasstrasse 15, 8050 Zürich
- sarah.baur@uzh.ch

You also have the right to lodge a complaint with the **Federal Data Protection and Information Commissioner** (FDPIC) in Switzerland if you believe we have infringed your rights.