

aecprojex.com Compliance Document

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aecprojex.com Incorporated o/a aecprojex.com (“Company”) provides a B2B AI/SaaS platform for project collaboration and related services (the “Platform”) at aecprojex.com.

Section 1: Customer Data Processing Addendum (DPA)

This Data Processing Addendum (“DPA”) forms part of the Terms of Service between the Customer and aecprojex.com. It governs the processing of personal information by aecprojex.com as a service provider, in accordance with applicable Canadian and United States privacy laws.

Definitions:

- **Personal Information:** Any information about an identifiable individual, as defined under the Personal Information Protection and Electronic Documents Act (PIPEDA) in Canada and relevant US privacy laws.
- **Processing:** Any operation performed on personal information, including collection, use, storage, transmission, and disposal.
- **Individual:** Refers to a person whose personal information is processed under this DPA.

1. Roles of the Parties

- **Customer** acts as the data controller.
- **aecprojex.com** acts as the data processor/service provider for Customer Data.

2. Processing Details

- **Purpose:** To provide SaaS services via aecprojex.com.
- **Nature:** Storage, transmission, and AI-assisted processing of text-based inputs.
- **Duration:** For the term of the agreement and up to 30 days post-termination for data export.
- **Types of Data:** Business contact details, project-related information.
- **Data Subjects:** Customer’s employees and authorized users.

3. Security Measures

aecprojex.com implements technical and organizational measures aligned with Microsoft Azure security standards, including:

- Encryption at rest and in transit.
- Access controls.
- Regular vulnerability assessments.

4. Sub-processors

Customer consents to the use of sub-processors listed in the Sub-processor Disclosure section of this document.

Company will provide 30 days' prior notice of any new sub-processor. Customer may object on reasonable data-protection grounds; if unresolved, Customer may terminate affected services without penalty.

5. Data Subject Rights

aecprojex.com will assist Customer in responding to individual requests under applicable Canadian and US privacy laws.

6. Incident Notification

aecprojex.com will notify Customer without undue delay upon becoming aware of a personal data breach.

Section 2: Sub-processor Disclosure

Sub-processor	Service Provided	Location
Microsoft Corporation	Azure cloud hosting and Azure OpenAI Service	Canada (primary), global support

Section 3: Security & Residency Statement

aecprojex.com is hosted on **Microsoft Azure** in **Canadian regions** to ensure data residency for Canadian customers.

- Customer data and AI prompts are processed within Azure Canada data centers.
- Customer Data is hosted in **Microsoft Azure Canada** regions. Certain **global support** activities may involve **remote access** from outside Canada subject to contractual and technical safeguards; hosting remains in Canada.
- AI features are powered by **Azure OpenAI Service**, which does **not use customer data to train foundation models**.
- Prompts and outputs may be retained for **up to 30 days for abuse monitoring** by Microsoft.
- All data is encrypted at rest and in transit, and access is restricted to authorized personnel only.

Section 4: Audit Rights

The Customer may, upon reasonable written notice and not more than once annually, audit aecprojex.com's compliance with the data protection obligations set forth in this Data Processing Addendum.

Such audit may be conducted by an independent third party auditor, subject to confidentiality obligations and provided that the audit does not unreasonably interfere with aecprojex.com's business operations.

The scope of the audit shall be limited to systems, processes, and documentation relevant to the processing of Customer's personal information. All costs and expenses associated with any such audit shall be borne solely by the Customer.

Section 5: Data Deletion

aecprojex.com retains personal information only as long as necessary for service delivery and legal compliance.

During the subscription term, Customer controls retention of Customer Data within the Platform. Upon termination, Company provides a 30-day export window, after which active copies are deleted. Backups are purged in the ordinary course of the Company's backup regimen, typically within 90 days. Account records may be retained for up to 12 months for compliance purposes. Azure OpenAI abuse-monitoring logs are retained for up to 30 days.

Transient AI data (such as prompts processed by our platform and underlying Azure systems) is retained for up to thirty (30) days for abuse monitoring, after which it is permanently deleted.

If the Customer requests deletion of their data, aecprojex.com will delete such data within ninety (90) days post-termination, subject to applicable legal requirements