Privacy Policy for aecprojex.com

Effective Date: January 1, 2025
Last Updated: October 16, 2025

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1. Who We Are

aecprojex.com Incorporated o/a aecprojex.com ("Company", "we", "our", or "us") provides a B2B AI/SaaS platform for project collaboration and related services (the "Platform") at aecprojex.com. We are committed to protecting your privacy and handling personal information responsibly in compliance with applicable laws, including Canada's **PIPEDA**, Québec's **Law 25**, and U.S. state privacy laws such as **CPRA** (California)[1].

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2. Information We Collect

We may collect and process:

- **Account Information**: Name, business email, company details, role.

- **Usage Data**: Log files, IP address, device/browser details, interaction data.

- **Content You Provide**: Corporate and Key Staff CVs, Project Bids, Project Abstracts, WSIB and Professional Insurance Abstract and any text entered into our platform.

- **Support Requests**: Information you share when contacting support.

We do not knowingly collect or process personal information from individuals under 18. If we become aware that such data has been collected, we will promptly delete it.

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3. How We Use Your Information

1. To provide and improve our services.

2. To authenticate users and secure accounts.

3. To respond to inquiries and support requests.

4. To comply with legal obligations.

5. **AI Features**: When you use AI-powered functions, your prompts and outputs are processed by **Microsoft Azure Service** solely to deliver requested functionality.

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[1] Personal information" means any information about an identifiable individual (as defined under Canada's PIPEDA and Québec's Law 25) or information that identifies, relates to, describes, or could reasonably be linked, directly or indirectly, to a particular consumer or household (as defined under U.S. state laws such as CPRA). This includes, but is not limited to, names, business emails, company details, roles, IP addresses, device/browser details, and any content provided to our platform."

- o **No training use**: Your data is **not used to train foundation models**.

- o **Retention**: Transient data may be retained for up to **30 days** for abuse monitoring by Microsoft, then deleted.

- o **Accuracy Disclaimer:** AI-generated outputs are based on probabilistic models and may not always be accurate, complete, or appropriate for your intended use.

- o **Responsibility:** You are solely responsible for reviewing and validating all AI-generated outputs before relying on them for any purpose.

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4. Data Location & Transfers

- **Primary storage**: 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.

- **Sub-processors**: Microsoft Corporation (Azure) processes data under strict contractual safeguards.

- **Cross-border access**: If we expand to Québec or California, we will conduct required **Privacy Impact Assessments** and implement contractual protections before any transfer outside those jurisdictions.

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5. Legal Bases & Consent

We rely on:

- **Consent** for account creation and optional features.

- **Contractual necessity** for service delivery.

- **Legitimate interests** for security and analytics. You may withdraw consent at any time (subject to legal/contractual limits).

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6. Your Rights

Depending on your location, you may:

- Access, correct, or delete your personal information.
- Request portability (where applicable).
- Object to certain processing.

Additional Rights by Region:

- Québec (Law 25): If you are a resident of Québec, you have the right to:
  - Access, correct, and request deletion of your personal information.
  - Receive disclosure of any use of automated decision-making or profiling that could affect you.
  - Expect that we conduct a Privacy Impact Assessment (PIA) before transferring your personal information outside Québec or allowing remote access from outside Québec.
  - Have contractual and technical safeguards applied to cross-border transfers.

- California (CPRA): If you are a resident of California, you have the right to:
  - Access, correct, and request deletion of your personal information.
  - Opt out of the sale or sharing of your personal information (we do not sell or share personal information).
  - Limit the use and disclosure of sensitive personal information as required by law.
  - Have Global Privacy Control (GPC) signals honored for opt-out requests.

To exercise your rights, email info@aecprojex.com.

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7. Security

We implement administrative, technical, and physical safeguards aligned with industry standards and Microsoft Azure's security framework.

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8. Cookies / Analytics

Our platform uses cookies to support site functionality and enhance user experience. These may include essential, performance, or preference cookies. We do not currently use analytics tools to monitor user behavior. If we introduce analytics or additional cookies in the future, we will update this Privacy Policy and notify users in advance.

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9. Retention

We retain 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 30 days for abuse monitoring, after which it is permanently deleted.

If you request deletion of your data, we will delete it within 90 days post-termination, subject to legal requirements.

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10. Breach Notification

If a breach creates a **real risk of significant harm**, we will notify affected individuals and regulators as required by law.

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11. Updates

We may update this policy periodically. The "Last Updated" date will reflect changes.

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12. Contact

Questions or requests?
Email: **info@aecprojex.com**
Mail: 128-6045 Creditview Rd. Mississauga, ON L5V 0B1 Canada