

# Privacy Statement

**Version: 2.0 | Effective date: April 30, 2026 | Last updated: April 30, 2026 | Controlled internally as: P09-A | Replaces: Privacy Statement effective August 15, 2018**

**Controller/business: Brisken LLC, 9595 Six Pines Drive, Suite 8210, The Woodlands, TX 77380, United States | Privacy contact: dataprotection@brisken.com**

Brisken LLC ("Brisken", "we", "us", or "our") respects your privacy and is committed to protecting personal information. This Privacy Statement explains how we collect, use, disclose, retain, and safeguard personal information when you visit [www.Brisken.com](http://www.Brisken.com) or related Brisken websites, use Brisken cloud applications or other services, communicate with us, request information or support, attend Brisken meetings or events, or otherwise interact with us (collectively, the "Services").

This Privacy Statement is Brisken's approved public-facing privacy notice. Internally, it is controlled as P09-A under Brisken's P09 - Privacy Notice Policy. The website-published version is intended to reflect the current approved controlled version in substance.

For purposes of this Privacy Statement, "personal information" includes "personal data" and similar terms used in applicable privacy and data protection laws, including the EU General Data Protection Regulation (GDPR), UK data protection laws, Swiss data protection laws, the California Consumer Privacy Act as amended by the California Privacy Rights Act (CCPA/CPRA), and other applicable United States state privacy laws.

## 1. Applicability of This Privacy Statement

This Privacy Statement is subject to Brisken customer agreements, data processing agreements, and applicable terms and conditions. If a written agreement between Brisken and a customer contains privacy or data processing terms that conflict with this Privacy Statement, the written agreement controls for that customer relationship.

Where Brisken processes personal information on behalf of a customer, Brisken acts as a processor, service provider, or contractor and follows the customer's documented instructions and the applicable agreement. In that case, the customer is responsible for its own privacy notices and lawful basis for processing. If you have questions about personal information controlled by a Brisken customer, please contact that customer directly.

This Privacy Statement does not apply to third-party websites, services, or applications that are not controlled by Brisken, even if they are linked from our Services. Those third parties are responsible for their own privacy practices.

## 2. Information We Collect

We collect personal information in the following ways:

- Directly from you, such as when you submit a form, request a demo, contact us, subscribe to communications, sign an agreement, request support, attend a meeting, or otherwise communicate with us.
- From your organization, employer, customer, partner, or meeting organizer when they identify you as a contact, user, participant, attendee, or authorized representative.
- Automatically through our websites, systems, cookies, logs, analytics tools, security tools, and similar technologies.
- From Microsoft Teams, Microsoft 365, and other collaboration, communications, support, and cloud service providers used to deliver or administer the Services.
- From third-party sources, such as event organizers, public business directories, business partners, and providers from whom you have requested or authorized the sharing of information.

You may decline to provide certain information, but if the information is necessary for a Service, meeting, support request, contract, security check, or legal requirement, Brisken may be unable to provide the relevant Service or feature.

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### 3. Notice at Collection: Categories, Purposes, and Retention Criteria

The table below summarizes the categories of personal information Brisken may collect, the examples included in each category, the main purposes of use, and the retention criteria. Brisken collects only the information that is reasonably necessary and proportionate for the purposes described in this Privacy Statement, unless we provide a separate notice and obtain consent where required.

Category	Examples	Main purposes	Retention criteria
Identifiers and contact information	Name, email address, telephone number, mailing address, company name, username, account identifiers, IP address, and similar identifiers.	Provide and administer Services; respond to inquiries; manage accounts and contracts; provide support; authenticate users; communicate with you; maintain security; comply with law.	For the duration of the business, account, contractual, support, or legal relationship, plus the period needed for records, security, audit, dispute, tax, legal, or compliance purposes.
Professional or business information	Employer, company affiliation, job title, department, business role, professional contact details, event attendance, and similar business information.	Business-to-business communications; sales and demo requests; customer relationship management; contract administration; support; event follow-up; service delivery.	For the business relationship or as long as needed for the purpose collected, unless a longer period is required for contracts, legal obligations, or legitimate records.
Commercial and transactional information	Products or services requested, demo requests, subscriptions, service history, purchasing or procurement details, support history, and agreement-related information.	Provide Services; fulfill requests; administer contracts; process orders or invoices; improve Services; maintain business records; comply with law.	For the contract, service, and legally required recordkeeping period, or until no longer needed for the relevant business or legal purpose.
Internet, device, and network activity	IP address, browser type, device identifiers, operating system, regional and language settings, referring pages, pages visited, log files, cookie identifiers, and interaction data.	Operate and improve websites and Services; remember preferences; diagnose technical issues; protect systems; detect fraud or misuse; perform analytics.	For the period needed for website operations, analytics, security, and audit purposes, subject to cookie settings and applicable retention schedules.
Communications and support content	Messages, form submissions, emails, chat messages, comments, requests, feedback, attachments, and other information you choose to provide.	Respond to inquiries; provide customer support; investigate issues; improve Services; maintain records; protect rights and security; comply with law.	For the period needed to resolve the request or maintain the relationship, plus any required recordkeeping, dispute, legal hold, or compliance period.
Audio, electronic, visual, and meeting information	Microsoft Teams or similar meeting audio, video, screen sharing, shared content, spoken dialogue, transcripts, captions, participant names, attendance, meeting titles, dates, times, chat or files shared in the meeting, and meeting metadata.	Host, operate, document, and support meetings; create minutes, summaries, action items, or training materials where appropriate; provide customer support; verify instructions; improve quality; maintain security; comply with legal obligations; enforce rights.	According to the meeting purpose, applicable customer agreement, Microsoft 365/Teams retention settings, Brisken records schedule, legal hold, dispute, security, or compliance need; deleted, anonymized, or archived when no longer needed.
Preferences, marketing, and inference information	Communication preferences, product interests, event interests, likely business needs inferred from your interactions, and opt-out choices.	Send and tailor communications; honor opt-outs; understand interest in Services; improve sales and marketing; maintain suppression lists.	Until you opt out, your organization or account relationship ends, or the information is no longer needed, except that opt-out and suppression records may be retained to honor your choices.
Sensitive personal information	Information that applicable law treats as sensitive, such as account credentials, precise location if ever collected, or sensitive details you voluntarily include or incidentally disclose in meeting content, shared files, transcripts, support communications, or forms.	Secure accounts and Services; provide requested Services; process meeting or support content; comply with law; protect rights. Brisken does not use sensitive personal information to infer characteristics or for purposes requiring a right to limit use unless we provide the required notice and choice.	Only for the shortest period reasonably necessary for the disclosed purpose, applicable agreement, security, legal, compliance, or records requirement. Avoid providing sensitive information unless necessary.

## 4. How We Use Personal Information and GDPR Legal Bases

Brisken uses personal information for the purposes described above and for the following business and operational purposes:

- To provide, operate, maintain, secure, and improve the Services.
- To communicate with you, respond to inquiries, provide demos, manage support requests, and administer customer, vendor, and partner relationships.
- To host, document, and follow up on meetings, webinars, calls, training sessions, support sessions, and business communications.
- To manage contracts, orders, billing, procurement, accounts, and business records.
- To personalize website and Service experiences, remember preferences, and perform analytics.
- To send marketing or informational communications, subject to your choices and applicable law.
- To detect, prevent, and investigate fraud, misuse, security incidents, and violations of terms or policies.
- To comply with legal obligations, respond to lawful requests, enforce rights, defend claims, and protect the safety, rights, property, and security of Brisken, our users, customers, and others.

For individuals in the European Economic Area, United Kingdom, Switzerland, or other jurisdictions with similar legal-basis requirements, Brisken relies on one or more of the following legal bases, depending on the context:

- Performance of a contract or steps requested before entering into a contract, such as providing Services, support, demos, and account administration.
- Legitimate interests, including operating and improving Services, business-to-business communications, documenting meetings, maintaining security, protecting rights, and managing customer and partner relationships. Brisken balances these interests against your privacy rights and expectations.
- Consent, such as for optional marketing communications, certain cookies, and meeting recording or transcription where consent is required. You may withdraw consent at any time, but withdrawal does not affect processing that occurred before withdrawal.
- Compliance with legal obligations, such as tax, accounting, corporate, employment, export-control, data-protection, security, and law-enforcement obligations.
- Protection of vital interests or public-interest grounds only where applicable and legally permitted.

Brisken does not intentionally collect special categories of personal data through routine website forms or ordinary business meetings. If you voluntarily or incidentally disclose special-category information in meeting content, transcripts, shared files, support communications, or forms, Brisken will process it only as necessary for the relevant purpose and as permitted by applicable law, such as with explicit consent, for legal claims, for employment or social-protection obligations where applicable, or another permitted legal basis.

## 5. Microsoft Teams Meetings, Recording, and Transcription

This section applies when Brisken hosts, participates in, records, transcribes, captions, summarizes, or otherwise processes content from Microsoft Teams meetings, webinars, calls, support sessions, training sessions, or similar online collaboration sessions.

When recording or transcription is started, a meeting notice or consent message may inform participants that the meeting is being recorded or transcribed. Where explicit consent is enabled or required, participants may be required to consent before their microphone, camera, screen sharing, or other shared content is captured. If you do not agree to recording or transcription, do not enable your microphone or camera, do not share content, and leave the meeting where appropriate. If you remain in a meeting after receiving notice, your participation may be recorded or transcribed to the extent permitted by applicable law.

Meeting recordings and transcripts may include your name, email or username, organization, meeting role, attendance information, audio, voice, image, video, screen sharing, presentation content, shared files, chat messages or Q&A where retained with the meeting, captions, transcript text, speaker attribution, meeting summaries, action items, and related metadata. Spoken dialogue may be converted into written transcript text.

Brisken may use meeting recordings, transcripts, captions, summaries, and related content for the following purposes:

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- To conduct, document, and follow up on meetings, calls, webinars, training, demos, support sessions, and project discussions.
- To prepare minutes, summaries, notes, action items, decisions, implementation records, or customer support records.
- To provide requested services, investigate issues, verify instructions, maintain quality, train authorized personnel, and improve internal processes.
- To comply with legal, regulatory, contractual, audit, security, and dispute-resolution obligations.
- To enable Microsoft Teams, Microsoft 365, Teams Premium, Microsoft 365 Copilot, intelligent recap, live captions, transcription, storage, eDiscovery, compliance, or similar collaboration features where enabled by Brisken or the relevant customer/organizer.

Access to recordings and transcripts is limited to authorized persons based on the meeting purpose, permissions, retention settings, and applicable agreement. Authorized recipients may include the meeting organizer, invited participants, Brisken personnel and contractors with a need to know, the customer or partner associated with the meeting, Microsoft and other service providers, professional advisers, and legal or regulatory authorities where required.

Participants must not independently record, transcribe, copy, download, publish, or disclose Brisken meeting content unless they are authorized to do so and have provided or obtained all notices and consents required by applicable law and policy.

Brisken does not use Teams recordings or transcripts for biometric identification or to infer sensitive characteristics, unless we provide a separate legally required notice and lawful basis.

## 6. Cookies and Similar Technologies

Brisken uses cookies and similar technologies to operate the Site, remember preferences, analyze traffic and use of the Services, diagnose problems, improve security, and enhance user experience. Cookies are small text files placed on your browser or device. You can configure most browsers to refuse or delete cookies; however, disabling cookies may prevent parts of the Site or Services from functioning properly.

Where required by law, Brisken will request consent for non-essential cookies and provide a way to manage cookie preferences. We may use analytics and security tools to understand aggregate traffic patterns and protect the Services.

## 7. How We Disclose Personal Information

Brisken may disclose the categories of personal information described in this Privacy Statement to the following categories of recipients for business, operational, legal, and service-delivery purposes:

- Affiliates, related entities, personnel, contractors, and representatives who need the information to perform their duties.
- Service providers, processors, contractors, and vendors that provide hosting, Microsoft 365 and Teams, cloud storage, security, analytics, customer relationship management, communications, support, professional, payment, and other business services.
- Customers, partners, meeting organizers, meeting participants, and authorized users where disclosure is necessary for the relevant Service, meeting, project, support request, or business relationship.
- Professional advisers, insurers, auditors, consultants, and legal counsel.
- Government, regulatory, law-enforcement, court, or other authorities where required or permitted by law, or to protect rights, safety, security, and integrity.
- Potential or actual buyers, successors, lenders, investors, or other parties in connection with a merger, acquisition, financing, reorganization, sale of assets, bankruptcy, or similar transaction.
- Other parties when you direct us to disclose the information, consent to the disclosure, or the disclosure is otherwise permitted by applicable law.

In the preceding twelve months, Brisken may have disclosed the categories of personal information listed in Section 3 to the categories of recipients listed above for business purposes. Based on Brisken's current practices, Brisken does not sell personal information and does not share personal information for cross-context behavioral advertising. Brisken also does not knowingly sell or share personal information of individuals under 16 years of age. If our practices change, we will update this Privacy Statement and provide any required notice and choices.

## 8. International Transfers

Brisken is based in the United States. Personal information may be collected, stored, accessed, disclosed, and otherwise processed in the United States and other countries where Brisken, its customers, affiliates, service providers, processors, or vendors operate. These countries may have privacy and data protection laws that differ from those in your jurisdiction.

Where applicable law requires transfer safeguards for personal information transferred from the European Economic Area, United Kingdom, Switzerland, or other jurisdictions, Brisken will use appropriate safeguards, such as data processing agreements, standard contractual clauses, transfer impact assessments where required, or another lawful transfer mechanism. You may contact us for more information about applicable transfer safeguards.

## 9. How We Protect Personal Information

Brisken uses reasonable and appropriate physical, technical, and organizational safeguards designed to protect personal information against unauthorized access, loss, misuse, alteration, destruction, or disclosure. These safeguards may include access controls, authentication, encryption or secure transmission where appropriate, logging, monitoring, vendor due diligence, security policies, and personnel controls.

No method of transmission or storage is completely secure. We cannot guarantee absolute security, but we take steps designed to protect personal information in light of the nature of the information, the processing, and the risks involved.

If Brisken determines that a personal information incident requires notice or cooperation under applicable law, contract, customer agreement, or Brisken procedure, Brisken will provide notice or cooperate with the applicable customer, authority, or affected individual as required.

## 10. Retention of Personal Information

Brisken retains personal information only for as long as reasonably necessary and proportionate for the purposes described in this Privacy Statement, the purposes disclosed at collection, and any compatible purposes, unless a longer period is required or permitted by law, contract, legal hold, audit, tax, accounting, security, dispute, or compliance requirement.

The retention criteria for each category of personal information are summarized in Section 3. Meeting recordings and transcripts are retained according to the meeting purpose, applicable customer agreement, Microsoft 365/Teams retention and expiration settings, Brisken records schedules, legal holds, disputes, compliance needs, and access permissions. When personal information is no longer needed, Brisken will delete, anonymize, archive, or otherwise handle it according to applicable policies and legal requirements.

## 11. Your Privacy Rights and Choices

Depending on where you live and how you interact with Brisken, you may have rights regarding your personal information. These rights are not absolute and may be subject to exceptions, verification requirements, and limitations under applicable law.

Rights may include the right to:

- Know or confirm whether Brisken processes personal information about you.
- Access personal information and receive a copy in a portable format where required.
- Correct inaccurate personal information.
- Delete personal information, subject to legal and business exceptions.
- Restrict or object to certain processing.
- Opt out of the sale of personal information, sharing for cross-context behavioral advertising, targeted advertising, or certain profiling where applicable.
- Limit the use or disclosure of sensitive personal information where applicable.
- Withdraw consent where processing is based on consent.
- Appeal a denial of a request where applicable law provides an appeal right.
- Lodge a complaint with a data protection authority or regulator where applicable.
- Be free from unlawful discrimination or retaliation for exercising privacy rights.

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To exercise your rights, contact Brisken at [dataprotection@brisken.com](mailto:dataprotection@brisken.com). Please include enough information for us to understand and verify your request. We may ask for additional information to verify your identity, authority, or relationship to the information. We will use verification information only for verification, security, fraud-prevention, and request-handling purposes.

You may use an authorized agent where permitted by law. Brisken may require the agent to provide proof of authorization and may require you to verify your identity directly or confirm that you authorized the agent.

If Brisken denies your request in whole or in part, we will explain the reason where required. Where applicable law gives you a right to appeal, you may appeal by replying to our decision notice or contacting [dataprotection@brisken.com](mailto:dataprotection@brisken.com) with "Privacy Appeal" in the subject line.

### 12. Marketing, Communications, and Opt-Out Choices

You may opt out of marketing emails by using the unsubscribe link in the email or by contacting [dataprotection@brisken.com](mailto:dataprotection@brisken.com) with "Opt-Out" in the subject line. Even if you opt out of marketing, Brisken may still send service, security, legal, transactional, or relationship communications where permitted by law.

If Brisken becomes subject to legal obligations to honor opt-out preference signals such as Global Privacy Control for a particular processing activity, Brisken will honor such signals as required by applicable law and will describe the applicable practices in this Privacy Statement or another notice.

### 13. Automated Decision-Making and Profiling

Brisken does not use personal information to make decisions based solely on automated processing that produce legal or similarly significant effects for individuals, unless we provide a separate notice and comply with applicable legal requirements. Brisken may use limited analytics, routing, security, spam filtering, and business tools to operate and protect the Services.

### 14. Children

The Services are intended for business users and are not directed to children. Brisken does not knowingly collect personal information from children under 18 through the Site or the password-protected areas of the Services. If you believe a child has provided personal information to Brisken, contact [dataprotection@brisken.com](mailto:dataprotection@brisken.com) so that we can review and take appropriate action.

### 15. Third-Party Links and Services

The Services may include links to third-party websites, services, applications, or platforms. Brisken is not responsible for the privacy, security, content, or information practices of third parties. Review the privacy statements of third parties before providing information to them.

### 16. Changes to This Privacy Statement

Brisken may update this Privacy Statement from time to time. The version-control line at the top shows the effective date, last updated date, version, and internal control reference. Material changes will be communicated by reasonable means, such as posting an updated notice on our Site, sending an email, or providing notice through the Services. Unless stated otherwise, updates take effect when posted or on the effective date identified in the updated Privacy Statement.

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### 17. Contact Us

If you have questions about this Privacy Statement, Brisken privacy practices, meeting recordings or transcripts, or your privacy rights, contact:

Brisken LLC

9595 Six Pines Drive, Suite 8210

The Woodlands, TX 77380, United States

Website: [www.Brisken.com](http://www.Brisken.com)

Email: [dataprotection@brisken.com](mailto:dataprotection@brisken.com)

Telephone: (281) 907-8641

### Version Control

Version	Effective date	Summary of changes	Owner
2.0	April 30, 2026	Controlled internally as P09-A under P09; expanded GDPR and U.S. state privacy disclosures; added Teams recording/transcription, retention, privacy rights, security, and incident-notification alignment.	Brisken LLC
1.0	August 15, 2018	Prior Privacy Statement.	Brisken LLC