

Privacy Policy AI RiskWise BV

Last updated: 2 March 2026

At AI RiskWise, we believe that trust begins with clarity.

That's why we want to explain in clear, friendly language what personal data we process, why we do so, and how we keep your information safe when you visit our website or use MeetingWise. If anything is unclear, you can always reach us at legal@airiskwise.com — we're here to help.

1. Who we are

AI RiskWise BV
A. de Bruynkade 28
3069 SE Rotterdam
KvK: 98626248
Email: legal@airiskwise.com

We develop MeetingWise: a secure, EU-hosted AI solution that helps advisers capture and structure client conversations, always with human oversight and never with automated decision-making.

2. Our role under the GDPR

Our role depends on how you use our services.

When you visit our website:

AI RiskWise acts as the data controller.

When you use MeetingWise within your organization:

In most cases:

- Your organisation = data controller
- AI RiskWise = data processor (we only process data on your behalf)

We always provide a Data Processing Agreement (DPA). We never use meeting data for our own purposes.

3. What data we process

3.1 Data when visiting our website

We only process data needed to keep the website functional and secure, such as:

- IP address (anonymized where possible)
- Browser and device information
- Pages you visit
- Information you submit in contact forms

Cookies:

We use only functional and optional analytical cookies.

We request consent for analytical cookies.

3.2 Data when using MeetingWise

We only process data needed to provide transcripts, summaries and compliance-related insights.
Audio

- Audio is processed in small temporary segments.
- We do not store audio. All audio is deleted immediately after processing.

Transcripts and summaries

We generate:

- a transcript
- a summary
- action points
- optional compliance signals

Retention: 30 days (unless your organisation sets a shorter period).

Metadata

We store:

- timestamps
- meeting duration
- technical logs (security and error analysis)

Retention: 365 days.

Important:

- We never train AI models on customer data.
- Data always stays within the EU.

4. Why we use this data

We process data in order to:

- deliver MeetingWise (transcription, summarisation, signals)
- keep the platform secure and reliable
- support users
- comply with legal obligations

MeetingWise does not make automated decisions.
You and your organisation always remain fully in control.

5. Legal basis

Depending on the situation, we process data based on:

- Performance of a contract (using MeetingWise)
- Legitimate interest (security, error analysis, product improvement without personal data)
- Consent (non-functional cookies)
- Legal obligation (for example reporting obligations to authorities)

Organisations using MeetingWise are responsible for informing meeting participants.
We provide ready-to-use template texts.

6. Retention periods

- Audio: deleted immediately
- Transcripts and summaries: up to 30 days
- Technical logs: up to 365 days
- Website form data: up to 12 months

We never retain personal data longer than necessary.

7. Sharing data

We only share personal data when necessary.

Trusted European subprocessors

We work exclusively with carefully selected EU-hosted providers. We provide the current list upon request.

No selling, no ads, no tracking

- No selling of data
- No advertising profiles
- No third-party tracking
- No data used for model training

Legal obligations

We only share data when strictly required by law — and always minimally.

8. International data transfers

All data is processed within the European Economic Area (EEA). No international transfers take place without adequate protection and explicit customer instruction.

9. Your rights

Under the GDPR, you have the right to:

- Access your data
- Correct inaccuracies
- Request deletion
- Restrict processing
- Data portability
- Object to processing
- Withdraw consent
- File a complaint with your Data Protection Authority

You can always contact us via legal@airiskwise.com. We respond within one month.

10. Security

We take privacy and security very seriously.

Our measures include: encryption (in transit & at rest)

- strict access management (RBAC, SSO, MFA)

- audit logs
- 24/7 monitoring
- EU-only hosting
- secure software development practices
- protection against abuse and prompt-injection attempts

Security is part of our governance — not an afterthought.

11. How MeetingWise uses AI

MeetingWise uses AI to generate transcripts and summaries.

We comply with the EU AI Act for limited-risk AI.

Our principles:

- AI supports — humans decide
- No automated decisions
- Transparency in how it works and what the limitations are
- No model training on customer data
- Full adviser control at all times

12. Children

Our services are not intended for individuals under 16 years of age. If you believe we have unintentionally processed data from a minor, please contact us.

13. Changes to this statement

When we update this Privacy Policy, we update the date at the top.

We encourage you to review this policy periodically.

14. Contact

If you have questions or wish to exercise your rights:

AI RiskWise BV

Email: legal@airiskwise.com

Website: www.airiskwise.com

We're always here to help.