Information on the processing of personal data of Jointhubs meeting participants

Version 1.0, effective from 13 November 2026

§ 1 Controller

1. The controller of your data is Mateusz Stachowicz conducting a sole-trader business under the firm name "Mateusz Stachowicz", ul. Adama Mickiewicza 29, 40-085 Katowice, NIP 6351848428, the "Jointhubs" brand, e-mail: office@jointhubs.com.

§ 2 Source of the data

1. We received your data from you, where you arranged the meeting yourself, or from the company that you represent or work for, where it nominated you as a participant.
2. From the company we received: the first name, the last name, the e-mail address and the role in the team.

§ 3 Purposes and legal bases of processing

1. We process your data in order to organise and hold the meeting (the free consultation or the workshop), to prepare a recommendation, an offer or a decision package and to perform the contract with your company.
2. The legal basis of the processing is:

   a) the performance of a contract or actions taken before its conclusion (Art. 6(1)(b) GDPR): where you are a party to the contract;

   b) our legitimate interest in performing the contract with the company that you represent (Art. 6(1)(f) GDPR): in the remaining cases.

§ 4 Recording and transcription

1. We hold meetings in Google Meet. Unless any of the participants objects, we record the meeting using the Google Meet recording functionality; Google Meet displays a notice about the ongoing recording to all participants.
2. From the recording we produce a transcript using the OpenAI API service, which processes the data in the European Union region. The transcript distinguishes the statements of individual persons, but does not use voice characteristics to identify the participants.

3. The recording and the transcript serve solely to faithfully reproduce the findings and to prepare the outcome of the meeting without the need to take notes during the conversation. The legal basis is our legitimate interest (Art. 6(1)(f) GDPR).
4. The recordings and transcripts are not used to train AI models.
5. You may at any time, before the meeting or during it, request that recording not be enabled or that it be turned off. This will not affect the course or the outcome of the meeting.

§ 5 Information that should not be shared

1. Please do not state during the meeting passwords, login credentials or personal data of third parties (in particular your clients or employees who are not taking part in the meeting). Anonymised examples are sufficient to describe the processes.

§ 6 Recipients of the data

1. Access to the data is held by the persons running the meeting on the Jointhubs side and by our providers acting on our commission:

   a) Google Cloud Poland Sp. z o.o. (Google Workspace: calendar, e-mail, Google Meet, Google Drive);

   b) OpenAI Ireland Limited (transcription of recordings, processing in the EU region);

   c) Cal.com, Inc. (booking of the appointment, where you arranged the meeting through Cal.com).

2. Google and Cal.com may process the data in the United States on the basis of the European Commission decision on the EU-US Data Privacy Framework (Art. 45 GDPR).
3. The outcome of the workshop (the decision package), containing the first names and roles of the participants, is passed to the company that ordered the workshop.

§ 7 Retention period

1. We delete the recording immediately after the transcript is produced, no later than 7 days from the meeting.
2. We delete the transcript and the notes 90 days after the meeting, or where your company has concluded a contract with us, after it ends.
3. We keep the remaining data (the first name, the last name, the e-mail, the role) for the duration of the cooperation with your company, and where no cooperation followed, for 12 months from the last contact.
4. The data may be kept longer where this is necessary to establish, pursue or defend claims.

§ 8 Your rights

1. You have the right of access to the data, rectification, erasure, restriction of processing, portability (as regards data processed on the basis of a contract) and objection to processing based on a legitimate interest, including objection to the recording and transcription (Art. 15 to 18, Art. 20 and Art. 21 GDPR).
2. You have the right to lodge a complaint with the President of the Personal Data Protection Office (Art. 77 GDPR).
3. We do not make automated decisions about you within the meaning of Art. 22 GDPR.

§ 9 Obligation to provide data

1. Participation in the meeting requires providing a first name and an e-mail address, necessary to send the invitation.
2. Consent to recording and transcription is not required in order to take part in the meeting.

More information about the processing of data: Privacy and cookie policy.