

# Tune Privacy Policy

Last updated: May 2026

This Privacy Policy describes how Be Collective, Inc. ("Tune," "Company," "we," "us," or "our") collects, uses, stores, and protects your information when you use the Tune mobile application, desktop application, website, and related services (collectively, the "Service").

By using Tune, you agree to the practices described in this Privacy Policy.

## 1. Information We Collect

### Information You Provide

We may collect:

- Name and email address through Google Sign-In or account creation
- Audio recordings you choose to record manually or automatically after enabling automatic meeting recording
- Private notes you add to conversations
- Voice identification sample ("voice fingerprint") used to identify your voice within transcripts
- Support requests and communications with us

### Information Collected Automatically

We may collect:

- Transcripts and AI-generated outputs, including summaries, action items, and communication-related observations
- Google Calendar metadata including meeting titles, start times, end times, and participant counts if you connect Google Calendar
- Device information including operating system, app version, crash logs, and session data
- Product analytics such as screens viewed, features used, and recording activity
- On macOS, Tune may capture system audio from meetings and calls after you explicitly grant the required operating system permissions

We do not collect conversation content for advertising purposes.

### Google Integrations

When you connect Google services through OAuth 2.0:

- Google Sign-In provides your name and email address
- Google Calendar access is limited to meeting metadata needed for calendar integration and automatic meeting detection

We do not access Gmail content, Google Drive files, Google Docs, Google Meet chat content, or contact lists.

## 2. How We Use Information

We use information to:

- Provide recording, transcription, summarization, and communication insights features
- Identify your voice within transcripts if voice identification is enabled
- Detect calendar meetings and optionally start recordings automatically after you explicitly enable this feature
- Process subscriptions and manage billing
- Improve the performance, reliability, and safety of Tune
- Respond to support requests
- Comply with legal obligations

We may use anonymized and aggregated usage information to improve Tune.

We do not use identifiable conversation content for advertising purposes.

Tune processes recordings automatically and does not involve human review of conversation content except when necessary to investigate support, security, abuse prevention, or legal issues.

## 3. Automatic Recording Features

If you enable automatic recording, Tune may begin recording when a connected calendar meeting starts.

Automatic recording only operates after:

- You explicitly enable the feature
- You grant the required operating system permissions
- You grant microphone and notification permissions

Tune displays a visible recording indicator while recording is active.

On macOS, Tune uses Apple Screen Recording permissions solely to enable system audio capture for supported meetings and calls.

You may disable automatic recording at any time through Settings or by revoking permissions through your device operating system.

## 4. Third-Party AI Processing

To provide transcription and analysis features, recordings and transcripts may be processed by trusted third-party service providers, including AI providers such as OpenAI and Anthropic, acting solely on our behalf.

These providers are contractually restricted from using your identifiable conversation content for advertising purposes.

Audio recordings are automatically deleted within 24 hours after processing is completed.

Transcripts, summaries, action items, and communication insights remain in your account until deleted by you.

Communication insights are limited to communication-related signals such as speaking pace, interruptions, participation dynamics, volume changes, and conversational structure.

Tune does not provide psychological profiling, mental health diagnosis, or emotion detection.

## 5. Voice Identification and Biometric Data

If enabled, Tune may create a voice profile ("voice fingerprint") from a short onboarding recording to distinguish your voice from other speakers in transcripts.

This voice profile:

- Is used solely for speaker identification within Tune
- Is not used for advertising or identity verification
- Is never sold
- Is deleted when your account is deleted

By enabling this feature, you explicitly consent to this processing.

## 6. Data Retention

- Audio recordings are deleted within 24 hours after processing
- Transcripts and AI outputs remain until deleted by you or your account is deleted
- Voice identification data is deleted upon account deletion
- Account deletion requests are processed within 30 days
- Analytics data may be retained in anonymized aggregated form

## 7. How We Share Information

We do not sell your personal information.

We do not share identifiable conversation content for advertising purposes.

We may share information only with:

- Trusted service providers necessary to operate Tune, including cloud hosting providers, AI providers, analytics providers, and payment processors
- Legal authorities when required by law
- Successors in connection with a merger, acquisition, or sale of assets

## 8. International Data Transfers

Your information may be processed and stored in countries other than your country of residence, including the United States.

Where required by law, we use commercially reasonable safeguards designed to protect your information during international transfers.

## 9. Your Rights and Controls

You may:

- Delete individual conversations at any time
- Delete your account and associated data
- Revoke Google access through your Google account settings
- Disable automatic recording at any time
- Request a copy of your personal data by contacting [privacy@beishere.com](mailto:privacy@beishere.com)

## 10. Data Security

We use commercially reasonable technical and organizational safeguards to protect your information.

Data is encrypted in transit and at rest.

Tune records audio only after the user grants the necessary permissions.

A visible indicator is displayed while recording is active.

No method of storage or transmission is completely secure.

## **11. Children's Privacy**

Tune is intended only for users who are at least 18 years old.

We do not knowingly collect personal information from minors.

## **12. California Privacy Rights**

California residents may have rights under the California Consumer Privacy Act (CCPA), including rights to access, delete, and know about personal information collected.

To exercise these rights, contact [privacy@beishere.com](mailto:privacy@beishere.com).

## **13. Changes to This Policy**

We may update this Privacy Policy from time to time.

We will provide notice of material changes through the app, website, or email.

## **14. Contact**

Be Collective, Inc.  
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