



InboxTidy Privacy Notice

Title:	InboxTidy Privacy Notice
Document Version:	1.0
Document Type:	Policy
Company:	InboxTidy Ltd.
Document Number	IT-POL-102



1. Purpose

This Privacy Notice explains how InboxTidy processes personal data in the context of its software and services.

2. Scope

This Privacy Notice applies to:

- Customers deploying InboxTidy within their Microsoft 365 environment
- End users interacting with InboxTidy functionality
- Personal data contained within emails processed by InboxTidy

3. Revision History

Revision	Change Description	Date (DD-MMM-YYYY)
1.0	Initial Draft	28-04-2026

4. Sign-Off

Version	Signed off by	Position	Date (DD-MMM-YYYY)
1.0	Steve Brown	CEO and Chief Architect	28-04-2026

5. Introduction to InboxTidy

InboxTidy is an AI-assisted email categorisation and drafting solution designed to operate fully within a customer's Microsoft 365 tenant.

InboxTidy Ltd. ("InboxTidy", "we", "us", or "our") is committed to protecting personal data and ensuring transparency in how data is handled when using our product.

6. Data Processing Model

InboxTidy is designed with a tenant-contained processing architecture.

Key Principle

All email data processed by InboxTidy remains inside the customer's Microsoft 365 tenant at all times.



Implications

InboxTidy does not extract, store, or transmit email content outside the customer tenant

InboxTidy does not retain copies of customer email data

InboxTidy Ltd. does not have access to customer email content

7. Types of Personal Data Processed

InboxTidy processes personal data within the customers tenant only as required to deliver its functionality.

This may include:

- Email content (body, subject, attachments)
- Sender and recipient details
- Email metadata (timestamps, categories, flags)
- User-generated responses or drafts

All such data remains under the control of the customer within their Microsoft 365 environment.

8. Purpose of Processing

InboxTidy processes data solely to provide the following capabilities:

- Email classification and categorisation
- Inbox organisation and prioritisation
- Draft response generation
- Workflow enhancement and productivity support

InboxTidy does **not** use customer data for:

- Model training outside the tenant
- Marketing or profiling
- Data resale or sharing with third parties

9. Role of the Parties (GDPR Context)

- The **Customer** acts as the **Data Controller**
- InboxTidy Ltd. acts as a **Software Provider** (not a data processor of email content)

Since InboxTidy does not access or process customer data outside the tenant, it does not act as a traditional processor of personal data contained in emails.



10. Data Storage and Residency

- All data remains stored within the customer's Microsoft 365 tenant
 - Data residency is determined entirely by the customer's Microsoft configuration
 - InboxTidy does not introduce any additional data storage locations
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11. Security Measures

InboxTidy is designed according to a security-first architecture, including:

- Execution within the customer's secure Microsoft 365 environment
- Use of Microsoft-native identity and access controls
- No external data transmission of email content
- No persistent storage of customer email data by InboxTidy

Security enforcement is therefore aligned with the customer's existing Microsoft security posture.

12. Subprocessors and Third Parties

InboxTidy does **not** use subprocessors to handle customer email data.

- No third-party services receive or process email content
- No external AI services are used outside the tenant boundary

13. Logging and Telemetry

InboxTidy may generate limited operational telemetry for service reliability.

Important Distinction

- Telemetry does not include email content or sensitive personal data

Telemetry may include:

- System performance metrics
- Feature usage indicators (non-content-based)
- Error diagnostics (excluding message content)

Where telemetry is collected, it is minimised and designed to avoid personal data wherever possible.



14. Data Retention

InboxTidy does not retain customer email data.

- All email content remains subject to the customer's Microsoft 365 retention policies
- InboxTidy does not create independent data retention obligations

15. Data Subject Rights

As InboxTidy does not control or store personal data:

- All data subject rights (access, rectification, erasure, etc.) are managed by the **Customer**
- InboxTidy does not directly respond to data subject requests relating to email content

16. International Data Transfers

InboxTidy does not transfer customer email data outside the customer's Microsoft 365 tenant.

Any international data considerations are governed solely by the customer's Microsoft configuration.

17. Changes to This Notice

InboxTidy may update this Privacy Notice periodically.

Updated versions will be made available to customers and will include:

- Revision history
- Effective date

18. Contact Information

For questions regarding this Privacy Notice, please contact:

InboxTidy Ltd.
info@inboxtidy.ai