

FULL PRIVACY POLICY

1. Overview

This Privacy Policy explains how the Company collects, uses, stores, and protects information when users access the Grant Review Application (“the Application”).

We are committed to minimal data collection, strong security, and user control.

2. Information We Collect

We collect only the information necessary to:

- create and maintain user accounts,
- process payments,
- operate the Application.

We do not collect unnecessary personal data, behavioral data, or marketing data.

3. Grant Information and Uploaded Content

Any grant-related information, documents, responses, or organizational data that users upload or enter into the Application (“User Content”) remains fully under the user’s control.

We do not:

- access User Content except as needed to provide the service,
- use User Content for training or analytics without explicit opt-in,
- share User Content with third parties,
- sell or trade User Content.

Only the user (and individuals they intentionally authorize) can access their grant information.

4. Payment Information

Payment processing is handled exclusively by secure third-party processors compliant with PCI-DSS standards.

We do not store or directly process credit card numbers or sensitive payment credentials.

5. How We Use Information

We use collected information solely to:

- operate and improve the Application,
- authenticate users,
- process payments,
- provide customer support,
- comply with legal obligations.

We do not use personal data for advertising, profiling, or resale.

6. Data Sharing

We do not sell, rent, trade, or disclose personal information or User Content except:

- to payment processors (for billing),
- to essential service providers under confidentiality agreements,
- when required by law.

We do not share data for marketing or advertising.

7. Security Measures

We use industry-standard administrative, technical, and physical safeguards, including:

- encrypted data transmission (HTTPS/TLS),
- secure authentication and access controls,
- routine security monitoring,
- restricted access to infrastructure.

While no system is perfectly secure, we take reasonable measures to protect all data.

8. Data Retention

We retain data only as long as necessary to:

- provide the service,
- comply with legal obligations,
- maintain account functionality.

Users may request deletion of their data at any time.

9. User Rights

Users may:

- access their data,
- update or correct account information,
- request deletion,
- export their grant-related content.

We respond to verified requests within a reasonable timeframe.

10. Changes to This Policy

We may update this Privacy Policy periodically. Continued use of the Application constitutes acceptance of the updated policy.