

Archive Arcana Privacy Policy

First version	0.1	24-11-2025
Previous version	-	-
Current version	0.1	24-11-2025

This Privacy Policy explains how Archive Arcana ("we", "us", "our") collects, uses, stores, and protects your personal data when you use our services. We are committed to safeguarding your privacy and complying with all applicable data protection laws, including the EU General Data Protection Regulation (GDPR), UK GDPR, the Swiss FADP, and relevant US privacy laws.

1. Who We Are

Archive Arcana

Email: privacy@archive-arcana.com

We are the data controller responsible for your personal data.

2. Information We Collect

We collect only the data required to provide and improve our services.

2.1 Information You Provide

- Account details (email address, username, password)
- Profile information
- Payment information (processed by secure third-party processors)
- User Content (your Realms, notes, uploads, assets, etc.)

2.2 Information Collected Automatically

- Device and browser information
- Log data (IP address, timestamps, diagnostic events)
- Usage data (features used, interactions, performance metrics)

2.3 Optional Information

Provided only with your consent:

- Feedback or support messages
- Beta testing information

3. How We Use Your Information

We process your data for the following purposes:

- To operate, maintain, and improve the Service
- To manage user accounts and subscriptions
- To provide customer support
- To secure the platform and prevent abuse
- To comply with legal obligations

We **never**:

- sell your data,
- use your data for advertising profiling,
- train AI on your data,
- share your User Content with third parties except where necessary to operate the Service.

4. Legal Bases for Processing (GDPR)

We rely on the following legal bases:

- **Contract performance:** Providing access to the Service
- **Legitimate interests:** Security, fraud prevention, service improvement
- **Consent:** Where required for optional features
- **Legal obligation:** Compliance with tax, accounting, and regulatory laws

5. How We Store & Protect Your Data

We use industry-standard security measures including:

- encrypted data transmission (TLS),
- encrypted storage for sensitive data,
- access control and authentication systems,
- regular security audits.

Passwords are hashed and never stored in plain text.

6. Sharing of Information

We only share data with:

- **Payment processors**
- **Hosting providers** (e.g., cloud infrastructure)
- **Email delivery services**
- **Legal authorities** when required by law

All third-party processors are bound by strict data protection obligations.

We do not share or license User Content to any external party except when required to operate the Service (e.g., for cloud storage).

7. International Data Transfers

Your data may be processed outside your country, including in countries without equivalent data protection laws.

Where required, we use:

- Standard Contractual Clauses (SCCs),
- adequacy decisions,
- or other valid GDPR transfer mechanisms.

8. Data Retention

We retain data for as long as necessary:

- Account data: retained while your account is active
- User Content: retained until you delete it
- Logs and security data: short-term operational retention
- Billing data: retained as required by tax laws

After account cancellation, data above the free-tier limits may be deleted after **30 days**.

9. Your Rights

Depending on your jurisdiction, you may have the right to:

- access your personal data,
- correct inaccurate data,
- delete your data,
- request data export,
- object to or restrict processing,
- withdraw consent,

- file a complaint with a Data Protection Authority.

To exercise your rights, contact: privacy@archive-arcana.com

10. Cookies & Tracking Technology

We use minimal cookies for:

- authentication,
- session management,
- security

We do not use third-party advertising cookies.

11. Children's Privacy

We do not knowingly collect personal data from children under 16 without parental consent. If we learn that a child's data was collected improperly, it will be removed.

12. Third-Party Links

The Service may contain links to third-party sites. We are not responsible for their privacy practices.

13. Changes to This Privacy Policy

We may update this Privacy Policy periodically. Significant changes will be communicated through the Service, and continued use constitutes acceptance.

14. Contact

For privacy questions, requests, or concerns:

Email: privacy@archive-arcana.com