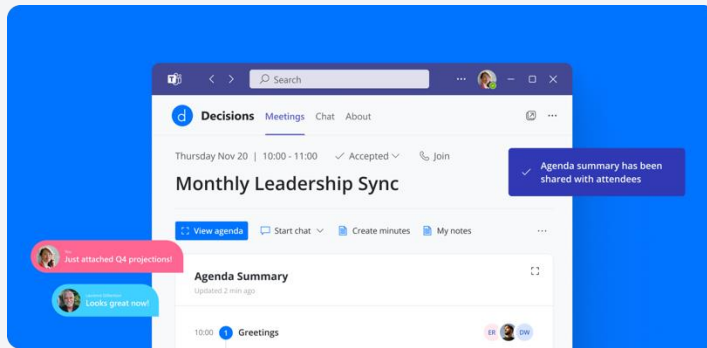


# Decisions Security Overview

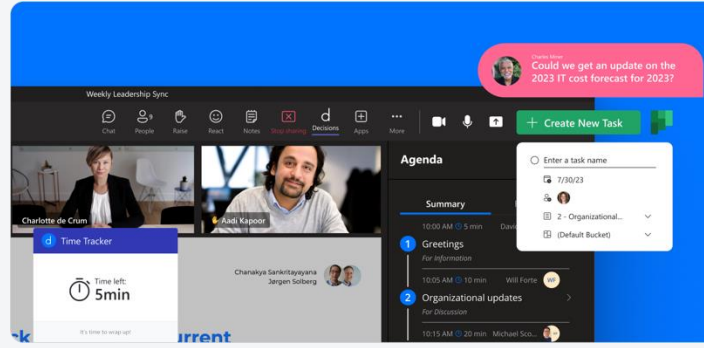


# Built to optimize every phase of the meeting lifecycle



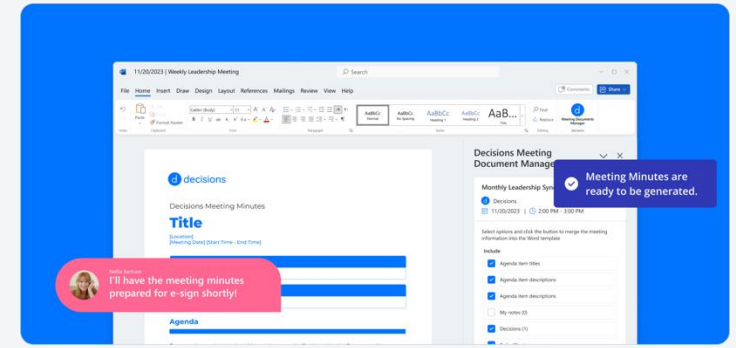
## ➤ Planning better meetings

- ✳ AI Agenda Assistant
- ✳ AI Meeting Briefs
- ✳ AI Calendar Assistant
- ✓ Agenda Builder + Templates
- ✓ Collaboration and Co-Authoring
- ✓ Meeting Book Generator + Annotations
- ✓ Comments + Topic Suggestions
- ✓ Meeting Engagement Score



## ➤ Running meetings more effectively

- ✳ AI Responsive Task Assistant
- ✓ Presentation Pack
- ✓ Time Tracker
- ✓ Task and Decision Tracking
- ✓ Private Notes
- ✓ Meeting Book
- ✓ Integrated Meeting Notes
- + Voting

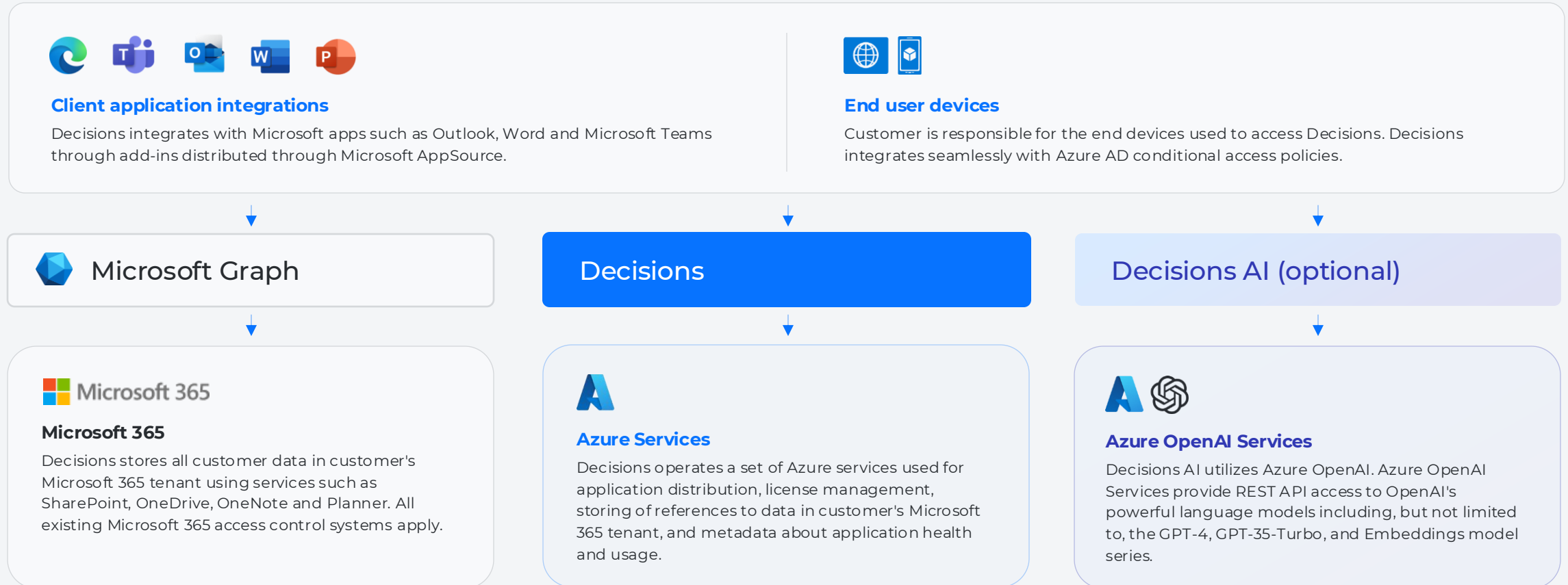


## ➤ Accomplishing more afterward

- ✳ AI Meeting Recaps
- ✳ AI Meeting Minutes
- ✳ AI Meeting Coach Insights
- ✓ Meeting Minutes
- ✓ Meeting Planner + Backlog
- ✓ Customizable Content Templates
- ✓ Standing Agendas for Recurring Meetings

Decisions is seamlessly integrated with Microsoft 365 and your existing security settings

# Application Overview



Encryption and security protocols keep your data safe in transit

# Data Transfer

## Server communication

The Decisions client application communicates directly with the customer's Microsoft 365 tenant. No communication with the customer's Microsoft 365 tenant is routed through Decisions Azure services.

## Azure AD conditional access policies

All communication between client and Microsoft 365 or Decisions APIs uses HTTPS and TLS 1.2 or newer.

## Encryption

All communication between client and Microsoft 365 or Decisions APIs uses HTTPS and TLS 1.2 or newer.

## Domains

app.boarddecisions.com, api.boarddecisions.com,,  
cdn.boarddecisions.com, decisions.service.signalr.net, decisions-  
analytics-prod.azurewebsites.net, api.meetingculture.ai

17-es2015.20cfc390d8ee8ee50451.js	200	app.boarddecisions.com	script
manifest.json?v=pgebYwkd3d	200	app.boarddecisions.com	manifest
ic_32x32.png?v=pgebYwkd3e	200	cdn.boarddecisions.com	png
refreshToken?uuid=36fd1948-8089-4270-94...	200	app.boarddecisions.com	xhr
android-chrome-192x192.png?v=pgebYwkd...	200	app.boarddecisions.com	png
tenant	200	api.boarddecisions.com	preflight
tenant	200	api.boarddecisions.com	xhr
negotiate?negotiateVersion=1	200	api.boarddecisions.com	preflight
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negotiate?negotiateVersion=1	200	api.boarddecisions.com	xhr
0eac76d2-e707-45e0-b159-2bb5b594e759	200	api.boarddecisions.com	xhr
track	200	dc.services.visualstudio.com	xhr
negotiate?hub=broadcasthub&asrs.op=%2...	204	decisions.service.signalr.net	preflight
negotiate?hub=broadcasthub&asrs.op=%2...	200	decisions.service.signalr.net	xhr
\$value	200	graph.microsoft.com	preflight
children?\$select=id,name,folder,webUrl,last...	200	graph.microsoft.com	preflight
calendarView?\$filter=iCalUID%20eq%20%27...	200	graph.microsoft.com	preflight

Continuing our commitment data privacy in the AI era

# Data Storage

## Microsoft 365 Services

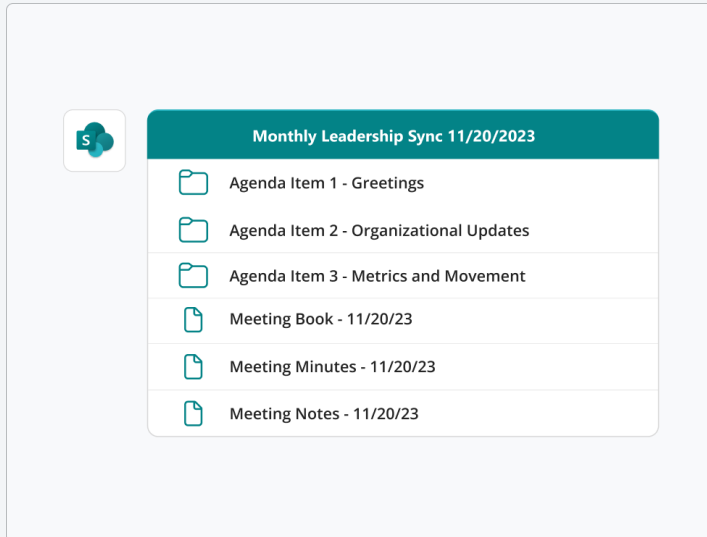
All sensitive data (e.g., meetings, transcripts, notes, files, tasks, usernames, emails, etc.) are stored exclusively within customer's Microsoft 365 services and follow existing security settings.

## Decisions

Decisions stores references such as object IDs to data in customer's Microsoft 365 tenant to model and connect additional types of objects such as agendas or presenters not found in Microsoft 365.

## Decisions AI

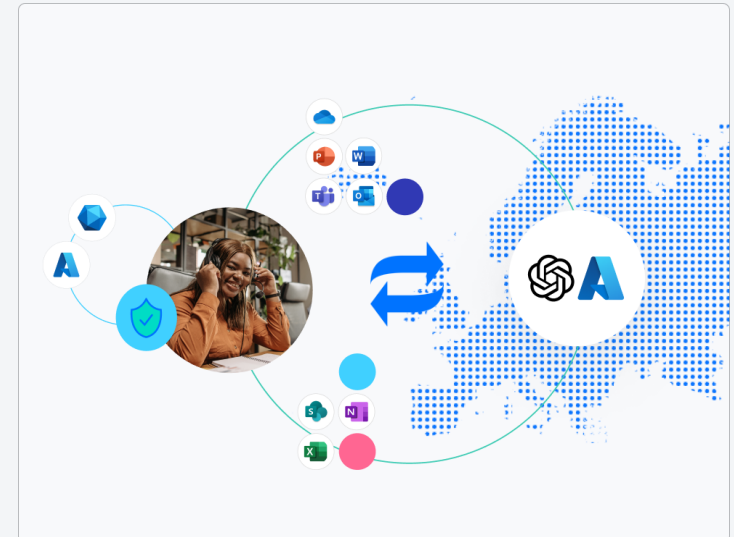
A stateless (no storage of input or output) service that ensures your data is securely processed and remains safely stored in your Microsoft 365 services.



Customer data such as files, meetings, tasks etc. are stored exclusively within the customer's Microsoft 365 environment. No Decisions employees have access to the data in your Microsoft 365 environment.



Decisions uses reference objects — pictured above — to communicate and process on end user devices. Data is processed in a stateless processing manner ensuring that Decisions never has access to customer data.



Decisions AI transfers relevant data to Azure OpenAI data centers in the EU or US (based on client preference). Availability of additional regional OpenAI data processing options are planned for Decisions AI.



Customer data is only accessible by authorized Microsoft 365 account holders

# Access Control

## Users

Decisions always runs in the context of the user signed into Decisions. This is enforced through the Microsoft Graph permission [requests by Decisions when approving the application](#). No Decisions employees have access to customers' Microsoft 365 tenant.

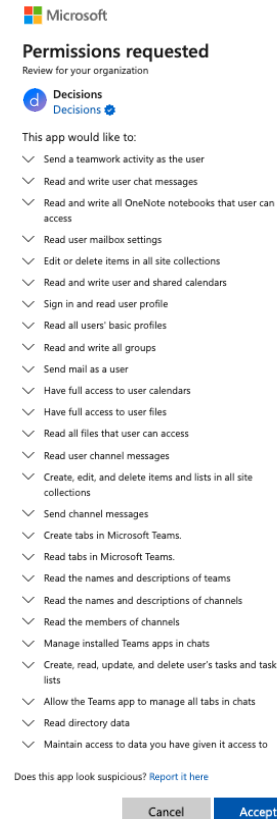
## Access control

All data is protected by Microsoft 365 access control system. Users of Decisions will only be able to get access to a subset of the data they already have access to in Microsoft 365.

## Application architecture

Decisions (not including the mobile application) is built as a Single Page Application (SPA) using Angular. This architecture means the application runs client side in a browser on the end user device.

## Decisions Enterprise App



Microsoft  
Permissions requested  
Review for your organization

Decisions  
Decisions

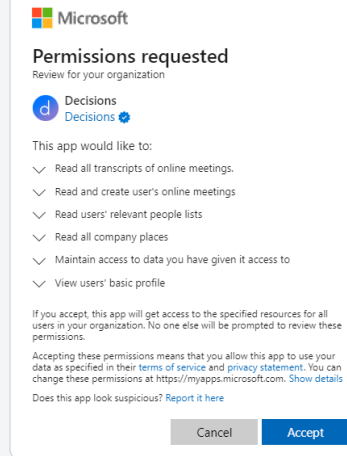
This app would like to:

- Send a teamwork activity as the user
- Read and write user chat messages
- Read and write all OneNote notebooks that user can access
- Read user mailbox settings
- Edit or delete items in all site collections
- Read and write user and shared calendars
- Sign in and read user profile
- Read all users' basic profiles
- Read and write all groups
- Send mail as a user
- Have full access to user calendars
- Have full access to user files
- Read all files that user can access
- Read user channel messages
- Create, edit, and delete items and lists in all site collections
- Send channel messages
- Create tabs in Microsoft Teams.
- Read tabs in Microsoft Teams.
- Read the names and descriptions of teams
- Read the names and descriptions of channels
- Read the members of channels
- Manage installed Teams apps in chats
- Create, read, update, and delete user's tasks and task lists
- Allow the Teams app to manage all tabs in chats
- Read directory data
- Maintain access to data you have given it access to

Does this app look suspicious? [Report it here](#)

Cancel Accept

## Decisions AI Optional Permissions



Microsoft  
Permissions requested  
Review for your organization

Decisions  
Decisions

This app would like to:

- Read all transcripts of online meetings.
- Read and create user's online meetings
- Read users' relevant people lists
- Read all company places
- Maintain access to data you have given it access to
- View users' basic profile

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service and privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

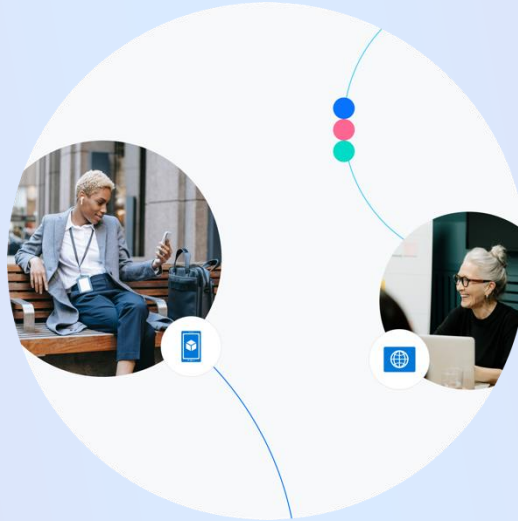
Cancel Accept

Enterprise-grade AI meeting solution

# Decisions AI Overview



Securely connects to your existing M365 services using delegated permissions



Retrieves customer data from end-user devices, then passes it on to Decisions AI Azure services



Customer data is securely processed in Azure OpenAI services in Europe or US (based on client preference).



Decisions AI is an add-on that integrates with the core Decisions software. Customers who wish to access AI functionality must approve Decisions AI features, which broadens the security framework and architectural capabilities of Decisions.



Enterprise-grade AI meeting summaries — built for privacy and security

# AI Summaries Designed for Privacy and Security

## 1 Native Microsoft Teams Integration

Decisions rely on Microsoft Teams' built-in transcription capabilities as the foundation for generating AI Meeting Summaries—no need for external tools or additional setup.

## 2 No Third-Party Bots Required

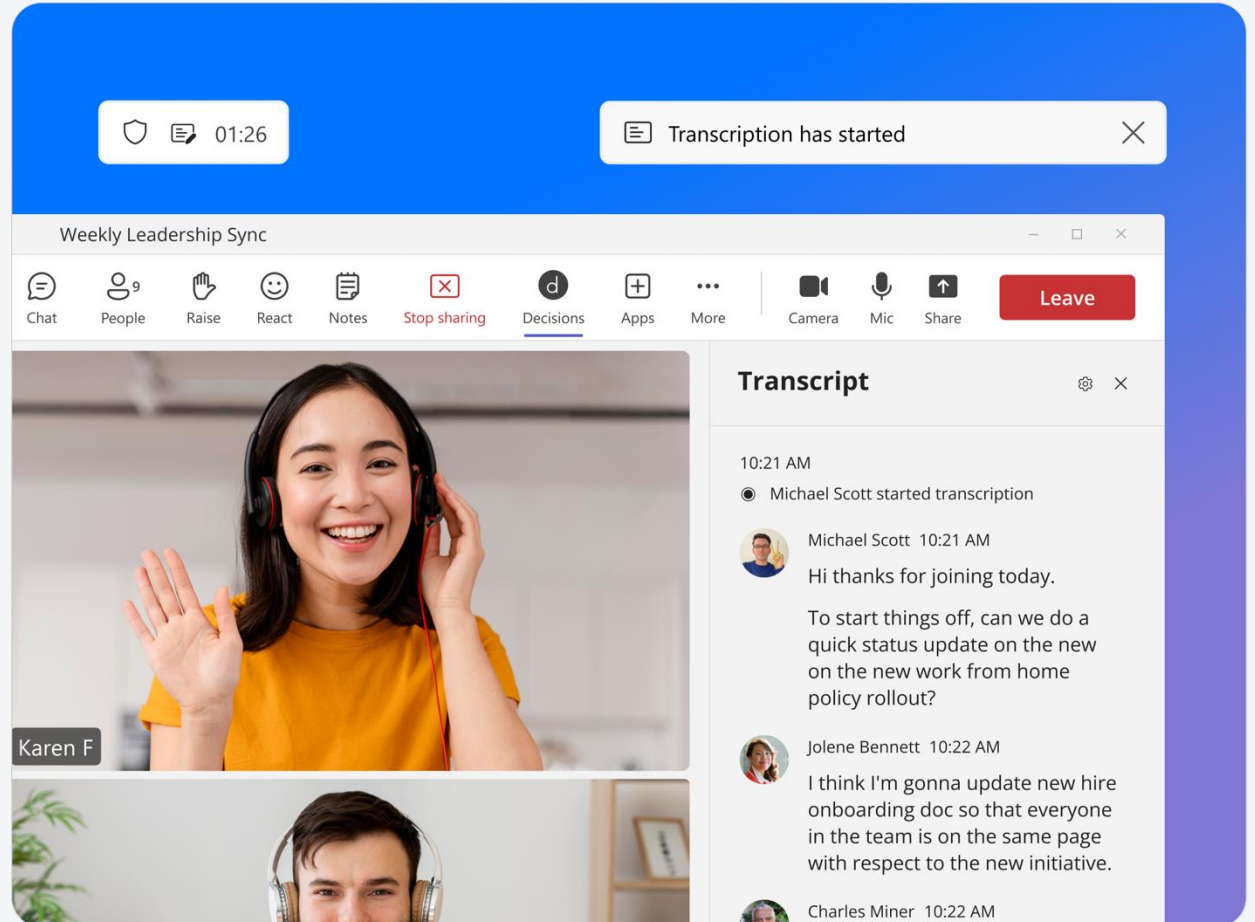
Decisions ensures your meeting discussions remain private and secure by eliminating the need for third-party bots to join and listen in on your meetings. All data stays within your trusted Microsoft Teams environment.

## 3 Data stays under your control

Transcripts and AI Meeting Summaries are stored exclusively in your Microsoft 365 services, ensuring compliance with your organization's data governance policies.

## 4 Privacy by design

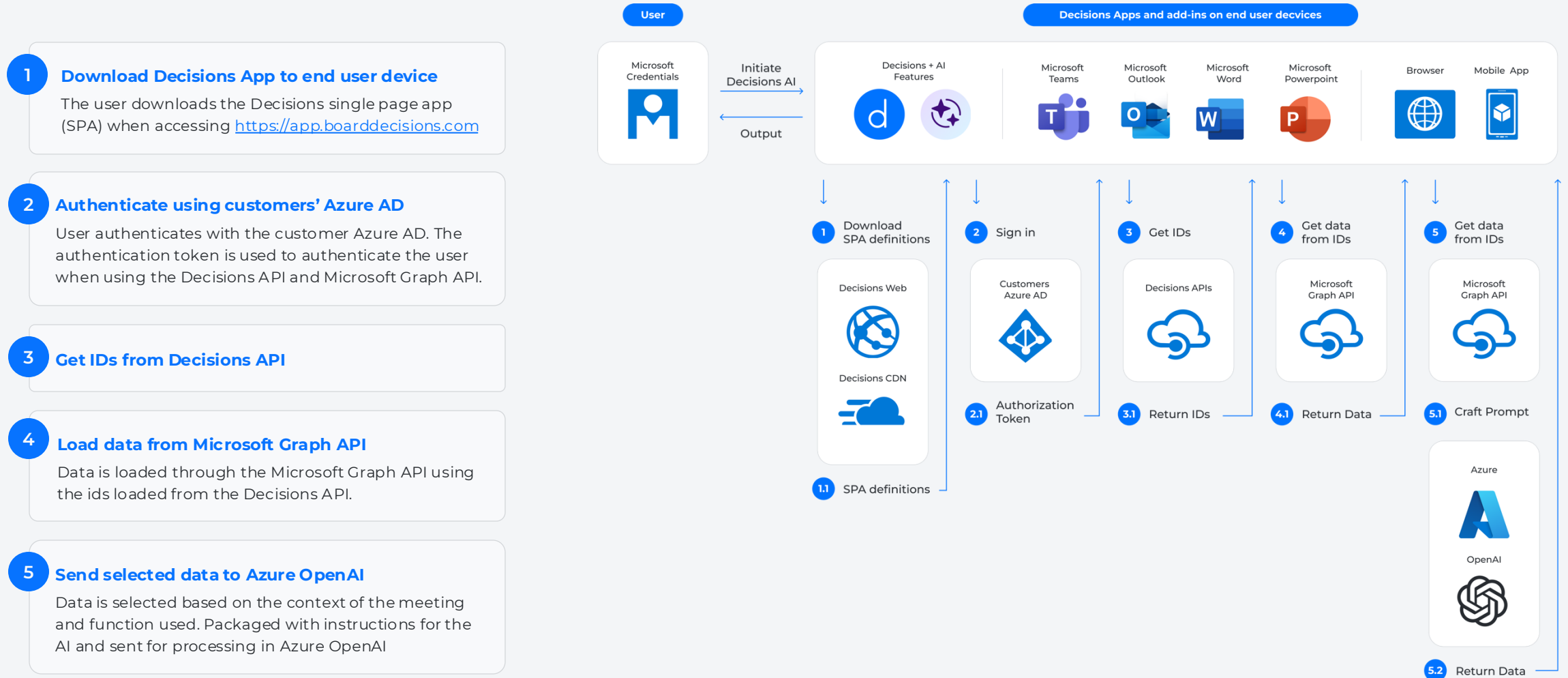
Decisions AI leverages Microsoft Azure OpenAI for AI processing. Your data is never used for AI training—ensuring sensitive discussions remain private, protected, and fully compliant with enterprise-grade security standards.





Protecting your data

# Data Flow – Decisions AI



Information inputs considered by Decisions AI

# Data Processing Content – Decisions AI

## Data processing in Decisions AI

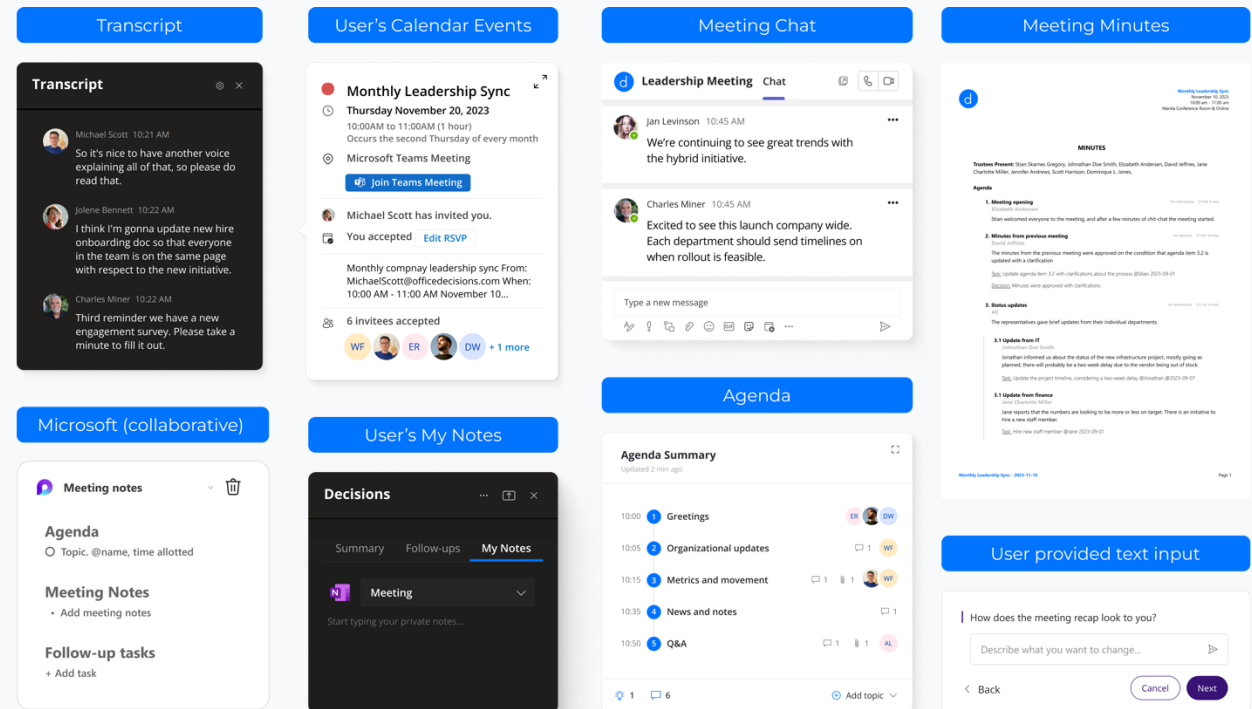
Input to the AI models is optimized for each feature, depending on the action, the available context, and the available information — data is structured and provided to the AI model for processing.

## Data access

This data is always in the context of the current authenticated user and the information they have access to on the delegated permission basis.

## Types of data sources

Decisions AI data sources include, but are not limited to transcripts, calendars, meeting chats, minutes, notes, agendas, and text inputs.



# Enterprise-Grade AI



## 📌 Important

Your prompts (inputs) and completions (outputs), your embeddings, and your training data:

- are NOT available to other customers.
- are NOT available to OpenAI.
- are NOT used to improve OpenAI models. are NOT used to improve any Microsoft or 3rd party products or services.
- are NOT used for automatically improving Azure OpenAI models for your use in your resource (The models are stateless, unless you explicitly fine-tune models with your training data).
- Your fine-tuned Azure OpenAI models are available exclusively for your use.

The Azure OpenAI Service is fully controlled by Microsoft; Microsoft hosts the OpenAI models in Microsoft's Azure environment and the Service does NOT interact with any services operated by OpenAI (e.g. ChatGPT, or the OpenAI API).

## Data isolation

Inputs to and outputs from the service are not shared with other customers, OpenAI, or used to improve OpenAI models. They are also not used to enhance any Microsoft or third-party products or services or for automatically improving Azure OpenAI models. This ensures that data remains isolated and secure.

## Decisions AI

Decisions AI is using Microsoft Azure OpenAI services, which are hosted within the EU or the US (based on client preference). The service is designed with a strong focus on data privacy and security.

## Azure OpenAI abuse monitoring

Azure OpenAI Service might flag content that may violate the code of conduct. Prompts and generated content may be securely stored for up to thirty (30) days.

## Stateless models

The AI models used by the Azure OpenAI service are stateless. This means that no prompts or generations are stored in the model. In addition, prompts and generations are not used to train, retrain, or improve the base models. This helps to ensure the privacy of our data and the integrity of the AI models.

Learn more about our commitment to data security

# Explore Our Certifications and Other Resources



- Decisions is compliant with GDPR
- [ISO 27001:2022 certified](#)
- SOC2 (pending certification Q1 2025)
- [2024 security assurance report](#)



 Microsoft 365

 Preferred solution

These are in addition to the compliance certifications held by Office 365 and Microsoft Azure.

[Decisions is a preferred Microsoft solution](#)

## Decisions

- [Security and privacy FAQ](#)
- [Architecture and security overview](#)
- [Decisions Microsoft Graph permissions explained](#)
- [Decisions data storage overview](#)
- [Privacy statement](#)
- [Terms of Service](#)



## Decisions AI

- [Privacy statement](#)
- [Terms of Service](#)



## Microsoft – Azure OpenAI

- [Data, privacy, and security for Azure OpenAI Service](#)
- [Azure OpenAI Abuse Monitoring](#)
- [Code of Conduct](#)
- [Product Terms](#)

