

Privacy Policy for Doc-Salvage

Last Updated: 03 June 2026

Owned and operated by BYBWE Ltd (“we”, “us”, “our”)

1. Introduction

Doc-Salvage is a secure document storage and management platform that enables users to upload, organise, and access their files, built on Microsoft technology.

Your privacy matters to us. This Privacy Policy explains what information we collect, how we use it, and how we protect it. By creating an account or using Doc-Salvage, you agree to the collection and use of information in accordance with this policy.

2. Information We Collect

2.1 Information You Provide During Account Creation

When you register for Doc-Salvage, we collect the following information:

- *Full name*
- *Email address*
- *Company or organisation name*
- *Company or organisation address*
- *Azure email address (used to identify you within your organisation’s Microsoft tenant)*
- *Contact phone number*
- *Optional profile information (e.g., job title or department)*

This information is required to identify your account, associate you with your organisation, and allocate your stored documents correctly.

Note on Authentication: We do not collect or store your passwords. Account authentication is handled securely through Microsoft’s identity platform.

2.2 Information From Your Organisation’s Microsoft Directory

Doc-Salvage integrates with Microsoft Entra ID (formerly Azure Active Directory). As part of this integration, we collect directory information hosted by Microsoft Corporation to identify you as part of your organisation, including:

- *Azure AD user ID*
- *Display name*

- Job title, department, or role (if provided by your organisation)
- Group memberships or assigned roles
- Organisation tenant ID

We access only the minimum directory information required to verify your identity and grant access to your organisation's workspace.

2.3 Documents and Files You Upload

Doc-Salvage is a document storage facility. We collect and store the files you upload, including but not limited to:

- PDF files (.pdf)
- Word documents (.doc, .docx)
- Images (.png, .jpg, .jpeg)
- Spreadsheets (.xls, .xlsx)

We do not access, analyse, or use the content of your documents except as strictly required to provide the core service (e.g., text indexing, preview generation, or file retrieval).

2.4 Automatically Collected Information

When you interact with Doc-Salvage, we automatically collect certain technical data:

- Device information (browser type, operating system)
- IP address
- Usage logs (e.g., login times, file upload timestamps)
- Error reports and system performance data

This data is used solely to maintain platform security, optimize performance, and troubleshoot issues.

3. How We Use Your Information

We process your information under the following lawful bases to fulfill these purposes:

- *Account Identification and Management:* To create, maintain, and securely authenticate your user account via Microsoft's identity platform.
- *Service Delivery:* To store, organise, index, and retrieve your documents, ensuring files remain accessible only to you or your authorised team members.
- *Communication:* To send critical service updates, security alerts, administrative notifications, or to respond to support requests.
- *Security and Compliance:* To detect, prevent, and mitigate fraud or unauthorised access, and to comply with legal obligations under the UK Data Protection Act 2018 and the General Data

Protection Regulation (GDPR).

4. How We Store and Protect Your Data

We implement robust, industry-standard technical and organisational measures to safeguard your data:

- *Encryption: All uploaded files are encrypted at rest and during transmission using secure protocols (HTTPS/TLS).*
- *Access Control: Strict identity-based access controls ensure only authenticated, authorised users within your Microsoft tenant can view your files.*
- *Infrastructure: Your files are stored in secure cloud infrastructure managed by enterprise-grade cloud providers.*

5. Sharing of Information

We do not sell, rent, or trade your personal or corporate data. We share your data only in the following limited circumstances:

- *With your explicit consent or direction.*
- *With trusted third-party service providers (such as cloud infrastructure providers) who perform operational tasks on our behalf under strict data processing agreements.*
- *To comply with a valid legal obligation, court order, or regulatory requirement.*
- *To protect the security, safety, and integrity of the Doc-Salvage platform.*

6. Data Retention and Account Closure

We retain your personal information and uploaded documents for as long as your Doc-Salvage account remains active.

6.1 Account Closure & The Download Window

Upon the formal closure of your account, your data will handle as follows:

- *Retention Period: Your personal information and stored documents will be retained in a restricted state for a standard grace period of 30 days following account closure (the "Download Window").*
- *Data Export: During this 30-day window, you or your organisation's administrator may export your data and retrieve any previously uploaded files.*
- *Permanent Deletion: Immediately upon the expiration of this 30-day window, all personal information, account data, and stored documents will be permanently and irreversibly deleted from our active production systems, unless retention is strictly required to comply with statutory legal, regulatory, or tax obligations.*

7. Your Rights (UK & EU GDPR)

BYBWE Ltd acts as the Data Controller for your account registration data, and a Data Processor for the documents you upload on behalf of your organisation. Depending on your location, you hold the following statutory rights regarding your personal data:

- *The right to access and receive a copy of your data.*
- *The right to rectify inaccurate or incomplete information.*
- *The right to request erasure ("the right to be forgotten").*
- *The right to data portability (exporting your data).*
- *The right to restrict or object to certain processing activities.*

To exercise any of these rights, please contact our privacy team at hello@bybwe.com.

8. Children's Privacy

Doc-Salvage is a commercial B2B platform and is not intended for use by individuals under the age of 16. We do not knowingly collect personal data from children.

9. Changes to This Policy

We reserve the right to update this Privacy Policy to reflect operational, legal, or regulatory changes. If material modifications are made, we will notify you via your registered email address or through a prominent notice on the platform prior to the change taking effect.

10. Contact Us

For questions regarding this Privacy Policy or our data protection practices, please contact us:

BYBWE Ltd Email: hello@bybwe.com

Address: 12, 78 Viaduct Rosemount, Aberdeen AB25 1NU.