

VERSE Privacy Policy

Last updated: [DATE]

Status: DRAFT TEMPLATE — not yet reviewed by a lawyer. Do not publish live until reviewed by a qualified legal professional licensed in the UK and the US.

1. Who we are

VERSE ("VERSE," "we," "us," or "our") operates a collaboration platform that helps musicians find each other, work together, and finish and credit songs together (the "Service").

[COMPANY LEGAL NAME]

[REGISTERED ADDRESS]

Contact: [PRIVACY CONTACT EMAIL, e.g. privacy@verse-app.com]

Note: if you incorporate separately in the UK and US, or use a single entity, this section needs to reflect the correct legal structure — get advice on this specifically before launch.

2. Information we collect

Account information you provide:

- Email address, date of birth, and password (stored as a secure hash, never in plain text)
- Artist/display name, bio, skills, equipment, location, roles, and genres
- Your "looking for" and availability status

Content you create or upload:

- Messages sent in project chats
- Audio, image, and other files uploaded to projects or sent as demos
- A profile picture, if you choose to upload one
- Lyrics, tasks, and credit tags you add to projects
- Reviews and ratings you give other users

Information generated by using the Service:

- Collaboration requests sent and received
- Project membership, roles, and completion status
- Activity timestamps (e.g. last message or upload), used to determine project activity status

Automatically collected information:

- Login session data (via cookies), used to keep you signed in
- Basic technical logs (IP address, browser type) for security and debugging

We do not currently collect payment information, as VERSE does not process payments.

3. How we use your information

We use your information to:

- Create and manage your account, and confirm you meet our minimum age requirement
- Show your profile to other users so they can find and evaluate you as a collaborator

- Enable collaboration requests, project hubs, messaging, file sharing, and credit tracking
- Calculate and display stats (collabs, completed projects, star ratings)
- Maintain the security and integrity of the Service
- Communicate with you about your account or the Service
- Improve and develop the Service

4. Legal basis for processing (UK/EU users)

Where UK GDPR or EU GDPR applies, we rely on the following legal bases:

- Contract: processing necessary to provide the Service you've signed up for
- Legitimate interests: improving the Service, maintaining security, preventing abuse
- Consent: where specifically requested (e.g. optional marketing communications, if introduced later)

5. How your information is shared

- With other users: your profile, roles, genres, location, stats, ratings, and completed project portfolio are visible to other logged-in users. Content you post in a shared project (chat, files, lyrics, credits) is visible to other members of that project.
- With service providers: we may use third-party providers for hosting, storage, and infrastructure. These providers only process data on our instructions.
- We do not sell your personal information to third parties or advertisers.
- We may disclose information if required by law, or to protect the rights, safety, or property of VERSE, our users, or the public.

6. Data retention

We retain your information for as long as your account is active. If you delete your account, we will delete or anonymize your personal information within [X days], except where we're required to retain it for legal or security reasons.

Note: exact retention periods should be decided and documented before launch.

7. Your rights

If you are in the UK or EU, you have the right to:

- Access the personal data we hold about you
- Correct inaccurate data
- Request deletion of your data ("right to be forgotten")
- Object to or restrict certain processing
- Request a copy of your data in a portable format
- Lodge a complaint with the UK Information Commissioner's Office (ICO) or your local supervisory authority

If you are a California resident (or resident of another US state with similar laws), you have the right to:

- Know what personal information we collect and how it's used
- Request deletion of your personal information
- Opt out of the sale or sharing of personal information (we do not sell personal information)
- Not be discriminated against for exercising these rights

To exercise any of these rights, contact us at [PRIVACY CONTACT EMAIL].

8. International data transfers

Because VERSE operates in both the UK and US, your information may be transferred between these regions. Where required, we will use appropriate safeguards (such as standard contractual clauses) to protect data transferred internationally.

Note: this is a placeholder — the actual mechanism depends on where you host your data and needs specific legal review.

9. Security

We take reasonable technical and organizational measures to protect your information, including password hashing and access controls. However, no method of transmission or storage is 100% secure, and we cannot guarantee absolute security.

10. Age requirement and children's privacy

VERSE is only for use by people aged 18 and over. We require your date of birth at sign-up to confirm this, and do not knowingly allow anyone under 18 to create an account or use the Service. We do not knowingly collect personal information from children. If we learn that we have collected personal information from someone under 18, we will take steps to delete that information promptly.

11. Changes to this policy

We may update this policy from time to time. We will notify users of material changes by [posting a notice on the Service / emailing registered users].

12. Contact us

If you have questions about this policy or how your data is handled, contact us at:
[PRIVACY CONTACT EMAIL]
[COMPANY ADDRESS]

Before publishing: fill in the remaining bracketed placeholders (company legal name, registered address, privacy contact email), confirm the correct legal entity/entities for a UK+US launch, decide actual data retention periods, confirm your hosting provider and how international transfer safeguards apply, and have this reviewed by a lawyer familiar with UK GDPR and US state privacy law before going live. The minimum age to use VERSE has been set at 18 and is reflected throughout this document, including the date-of-birth field now collected at sign-up.