TASKBASE ECHO

Taskbase Echo and your data.

Echo records your meetings and turns them into transcripts. Here is, in short, what happens with your data along the way.

Transcribed on your device

Speech is turned into text right on your computer or phone.

Audio stays on your device

Echo uses meeting audio only to transcribe it. The audio never leaves your device.

Only the transcript is shared

The transcript goes to your organisation's Taskbase account, never the audio.

What Echo does with your data.

What is sent to Taskbase

- The **transcript**: what was said, the meeting's title, time and language.
- **Who took part**: names and contact details from your calendar and the meeting.
- Transcripts stay on your device until they are sent and are removed from it 30 days later.

Recognising voices

- To put names on what is said, you can teach Echo your voice by reading a few short passages.
- These recordings stay **encrypted on your device**.
- Only your **voiceprint**, a set of numbers describing your voice, is shared within your organisation, so Echo recognises you in colleagues' meetings too.

You stay in control

- Choose whether meetings are transcribed automatically or only when you start them.
- Choose whether transcripts are sent automatically or by you.
- Echo follows a call through the buttons of supported call apps, such as mute. This happens on your device.
- Signing out removes your login from the device.

Keeping Echo working well

- **Error reports** help us fix problems. They hold technical details, never audio or transcripts.
- **Problem reports** are sent only when you send one yourself.
- **App improvements** are off unless you agree. With your consent, Echo shares the layout of call apps' windows, with names and messages hidden, so it can support more call apps. Turning it off deletes what was kept.

Hosted in the EU.

Your data is hosted in the EU. The service providers that process it for us are listed in Annex 8.

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Taskbase Echo for desktop and mobile · As of November 2026