

# The privacy lifecycle of Zoom AI Companion

How your organization's data stays protected every step of the way.

1.

## Data starts with you

You create content across Zoom.

Every time you speak in a meeting, type a chat message, share a file, or collaborate in a Zoom Doc or Whiteboard, you generate data such as audio, video, chat messages, reactions, whiteboards, and documents.

That data can then be used to create meeting summaries, transcripts, or AI Companion responses.



2.

## Roles, responsibilities, & access

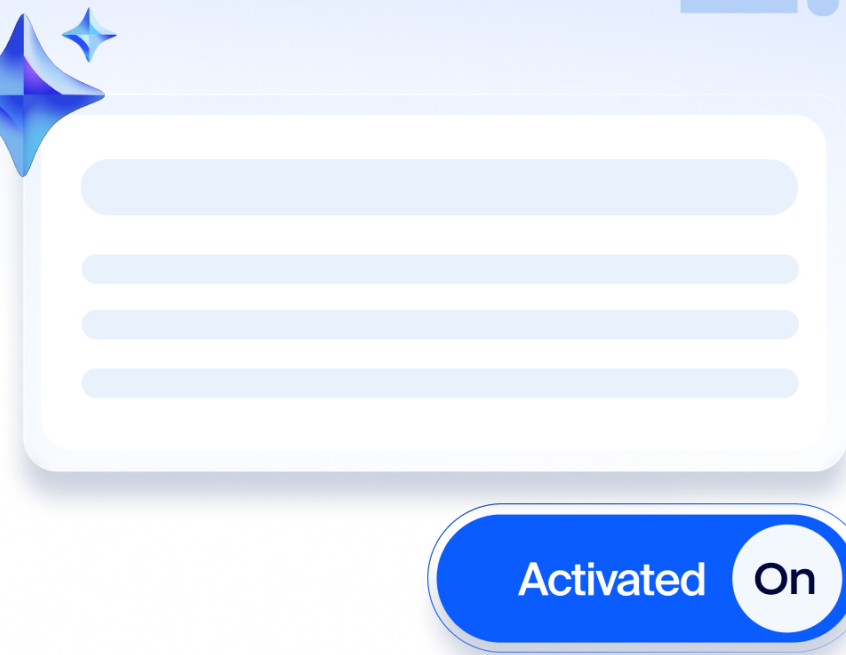
Admins, hosts, and users each play a part.

You'll always see a clear notification when AI Companion is active. AI Companion features are configurable at the account, group, and individual user levels.

- **Admins** set AI Companion access at account, group, or user level
- **Meeting hosts** manage AI settings during meetings
- **Users** decide how they use AI features and can request changes during meetings

### When can AI use content?

If you or other participants have permission to access it, AI Companion can use that content — based on the features and settings chosen by you, your host, and your admin — to answer your request.



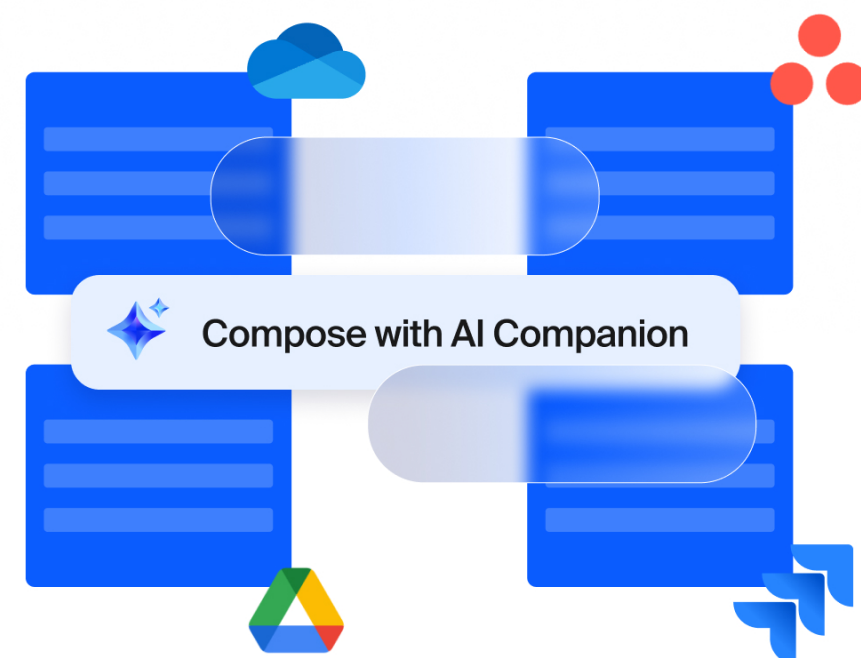
3.

## Data is used only to deliver your results

Your content is only used for your benefit.

AI Companion puts your input to work to provide helpful features like meeting summaries, message drafts, and writing suggestions. Your content is not used to train or improve AI models, Zoom's or anyone else's.

You can also choose to grant AI Companion access to data from Google and Microsoft and, with the Custom AI Companion add-on, connect to third-party apps like Asana, Jira, and more.



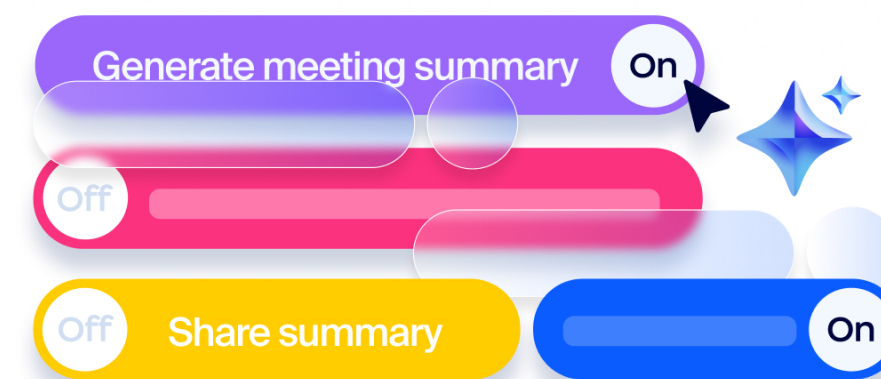
4.

## You decide what gets saved

You get to choose what content you own gets saved.

Some results, such as AI-generated summaries, can be saved to your Zoom account. Meeting hosts can delete meeting summaries, transcripts, and recordings from their Zoom account, depending on their organization's account settings.

Storage location for AI-generated content follows your organization's configured settings. For example, summaries adhere to the meeting host's storage location preferences.



5.

## Your organization's data is protected

Your content and data are used how you want it to be, not to train AI models.

Zoom does not use your audio, video, chat, screen sharing, documents, or any other customer content to train Zoom's AI or third-party AI models. AI Companion can use that data to fulfill your requests, like asking questions about a transcribed or summarized meeting.

Your data powers your work, not someone else's AI model.



6.

## Built on trust

Built on privacy, transparency, and choice.

Zoom AI Companion is designed to support your work, not use your data to train AI models. You'll know when it's active in meetings, manage what's saved, and decide how it works for you.

Every feature is built to give you useful tools while maintaining your privacy and trust.



Want to put AI into action  
— securely?

Download our step-by-step guide to implementing AI responsibly and at scale.

zoom

[Learn more here](#)

