Sidecue — compliance pack

For data protection officers and IT teams. Covers Sidecue 1.0 on Windows. As of September 2026.

What the application does with data, who plays which role in that processing, and what you need to settle on your side before Sidecue joins confidential calls. Every claim here is checkable — the full list of connections and files lives at https://sidecue.io/security/en and changes together with the application.

1. Who is who

Verilabs sp. z o.o. does not process the content of your meetings. There is no server that would receive it. We have no access to the audio, the transcript or the summaries — not technically, and not on request. This is a statement about architecture, not about restraint.

Your organisation remains the controller. You choose the transcription and language model providers and contract with them directly, using your own API key — and their processing terms are the ones that apply.

The processors are the providers you switch on — and only those. Listed in section 4.

In fully local mode there is no processor at all. Transcription (whisper.cpp) and the language model (Ollama) run on your own machine; nothing from the conversation leaves it.

Verilabs processes purchase data only: an email address, plus the licence key and machine name at activation. We sign a data processing agreement for that narrow scope — it is part of the Compliance licence.

2. What leaves the computer

The first seven rows depend entirely on your choice in Settings. If a provider is not selected, the connection is never made.

Function	Endpoint	What is sent
Cues — Claude	api.anthropic.com	A slice of the transcript and conversation context
Cues — OpenAI	api.openai.com	A slice of the transcript and conversation context
Cues — Gemini	generativelanguage.googleapis.com	A slice of the transcript and conversation context
Cues — local	localhost:11434 (Ollama)	Does not leave the computer
Transcription — Deepgram	wss://api.deepgram.com	The audio stream
Transcription — Whisper API	api.openai.com	Audio segments after each utterance
Transcription — local	a process on your machine	Does not leave the computer
Licence	sidecue.io (our licence server)	The licence key and machine name — nothing else
Updates	dl.sidecuehq.com	A version number query

Not on this list: a Verilabs server receiving conversation content, telemetry, usage analytics or crash reporting. The list is complete — there is no "other" row.

3. What stays on disk

What	Where	Notes
Settings	%APPDATA%\Sidecue\settings.json	No API keys
API keys and licence	Windows Credential Manager	Protected by the Windows account
Diagnostic log	%APPDATA%\Sidecue\sidecue.log	Conversation content is written as its length only, e.g. [128 chars]
Transcript	not written	Lives in memory until the session ends
Audio recording	not written	Audio never reaches disk, in any mode
Meeting summary	wherever you save it	Created only when you click save

When retiring hardware: uninstalling the application does not remove the %APPDATA%\Sidecue folder or the Credential Manager entries. Passing a machine on means deleting them by hand.

4. Checklist: data processing agreements

To be completed once, before the first confidential call.

Start by checking the defaults. After installation Sidecue suggests Gemini and Deepgram because those two are the quickest to get running — not because they are the most careful. They are covered first below because they are where the terms are easiest to

get wrong.

Google — Gemini API

In the **EEA, Switzerland and the UK** Google does not use prompts or responses to improve its products, even on the free tier (terms of 28 April 2026). Elsewhere **the free tier is used to improve Google's products and models** and a human may review the content; only a project with active Cloud Billing excludes that.

- Terms: https://ai.google.dev/gemini-api/terms
- Agreement: "Data Processing Addendum (Products Where Google is a Data Processor)", https://cloud.google.com/terms/data-processing-addendum
- To verify: that the key used in Sidecue comes from a project with billing enabled

Deepgram — transcription

The second trap: **by default the data may be used to evaluate and improve models**, including with third-party speech recognition providers. An option in Sidecue's Settings switches that off (the rate may be higher), and so does a data processing agreement, which has to be requested (security@deepgram.com). For data that must stay in the European Union, Deepgram offers a separate endpoint at api.eu.deepgram.com.

- Compliance and privacy: https://developers.deepgram.com/trust-security/data-privacy-compliance
- Sub-processors: https://deepgram.com/privacy/subprocessors
- To verify: the opt-out in Settings, or an agreement that excludes model improvement

Anthropic — Claude

The data processing addendum covers paid commercial products including the API, and excludes training on customer data. It is entered through Anthropic's contracting flow rather than downloaded as a PDF.

- How to sign: https://privacy.claude.com/en/articles/7996862-how-do-i-view-and-sign-your-data-processing-addendum-dpa
- To verify: that the agreement names the entity that actually pays for the API

OpenAI — GPT and Whisper API

The addendum is a public document, executed through a form. For customers in Europe the counterparty is OpenAI Ireland Ltd. API data is not used for training unless you opt in.

- Text: https://openai.com/policies/data-processing-addendum/ (PDF: https://cdn.openai.com/pdf/openai-data-processing-addendum.pdf)
- To verify: that the counterparty is the European entity

Verilabs — Sidecue

- Scope: an email address, the licence key and the machine name. Nothing beyond that.
- A data processing agreement for that scope: part of the Compliance licence, and available on request outside it.

5. Wording for informing participants

Sidecue does not join the meeting as a guest and sends no recording notice. The duty to inform participants therefore stays with whoever runs the call. The wordings below are a starting point, not legal advice.

Spoken, at the start of a call:

"For my notes I use a tool that writes down what we say as text and suggests questions to me. No audio recording is made and the transcript stays on my computer. If anyone would rather I did not, I will switch it off now."

In the meeting invitation or a signature:

"During this meeting we use a note-taking tool that produces a text record of the conversation on the host's computer. No audio recording is stored. We will switch it off before we start at the request of any participant."

What you must not write: that the conversation "is not processed by any third party" — unless you are working in fully local mode. In cloud mode, slices of the transcript and the audio reach the provider you selected, as set out in section 2.

6. What this document does not settle

- **Your legal basis and your duty to inform.** Both sit with the controller, which is you. This pack supplies technical facts, not a judgement on whether your process is permissible.
- **Working without internet.** Fully local mode sends nothing out, but the licence itself is checked against the Lemon Squeezy server: it keeps working for up to 7 days offline and then needs to reach us once. A permanently air-gapped machine will not hold its activation.
- **Legal advice.** This is neither legal advice nor a substitute for your own compliance team.

Questions and corrections: hello@sidecue.io. If anything here diverges from what the application actually does, that is a mistake on our side and we want to hear about it.