GIBSON • AZ DASHBOARD • AZ BRAND

OFFICIAL POLICY PACK • VERSION 1.1

Privacy Policy, Terms and Conditions, and Acceptable Use Policy

The single governing policy pack for Gibson - the AZ Dashboard and the Gibson Artifact Family - and for AZ Brand. Read it once, and you know what data is collected, how it is used, what you agree to when you use Gibson, and what use is not allowed.

Applies to	Gibson, the AZ Dashboard, all Gibson artifacts and dashboards, AZ Brand websites and services, and any page or service that links to this policy pack.
Owner	AZ Brand - Adrian Zalewski, Rhode Island, United States
Effective date	November 22, 2026
Version	1.1
Review cycle	Reviewed at least annually, and whenever a material feature, data practice, or legal requirement changes.
Contact route	Gibson Settings in the AZ Dashboard - Privacy and Policy requests. See Section 17 for full contact instructions.

> **Plain-language summary.** Gibson does not sell personal information. Gibson collects the information needed to run your dashboard, artifacts, and brand services, keeps it only as long as it is needed, protects it with reasonable security, and gives you rights to access, correct, export, and delete it. By using Gibson, you agree to the Terms in Part B and the Acceptable Use Policy in Part C.

This document is a standard business policy pack written for Gibson and AZ Brand. It is not legal advice. Have a qualified attorney review it before relying on it for a regulated activity, a public commercial launch, or a jurisdiction outside the United States.

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How to use this pack in the AZ Dashboard

- **Publish it in one place.** Link this pack from Gibson Settings, the AZ Dashboard footer, and every public AZ Brand page. Do not maintain separate conflicting copies.
- **Version it.** Every change gets a new version number, an effective date, and a short change note in Section 17. Keep prior versions archived.
- **Route requests through it.** Privacy, deletion, export, and policy questions are handled under Sections 5 and 17, not by informal messages.
- **Apply it to new artifacts.** A new Gibson artifact, dashboard, or connector is not compliant until its data collection fits Sections 2, 14, and 15.

1. Scope and definitions

Gibson means the AZ Dashboard (also called Gibson), the Gibson Artifact Family, and the dashboards, artifacts, workflows, monitors, and related tools operated under that name. **AZ Brand** means the brand operated by Adrian Zalewski. **Services** means Gibson, AZ Brand websites, and any related service that links to this pack. **You** means the person using the Services. **Personal information** means information that identifies, relates to, or could reasonably be linked to an identified or identifiable person.

This Privacy Policy applies to personal information processed through the Services. It does not apply to third-party websites or services that Gibson links to but does not control - those are governed by their own policies (see Section 15).

Part A - Privacy Policy

2. Information we collect

We collect only the categories below, and only where the feature you use needs them. If a feature does not need a category, we do not collect it for that feature.

Category	Examples	Source
Account and identity	Name, username, profile details, account settings	You; your sign-in provider
Contact information	Email address, phone number, contact records you create	You
Content you provide	Notes, documents, media, goals, projects, messages, and files you add to Gibson artifacts	You
Usage and activity	Pages and artifacts used, actions taken, preferences, logs, ratings, and history kept by a feature	Your use of the Services
Device and technical	Device type, browser, operating system, IP address, timestamps, error and security logs	Your device; our systems
Location - only when enabled	Approximate or precise location, snapshots, and place labels, only for a tracking feature you have turned on	Your device, with permission
Communications	Messages, support requests, feedback, and approvals you send through the Services	You
Payment information	Billing details handled by a payment processor. Gibson does not store full card numbers.	Payment processor

Sensitive information. Do not enter government ID numbers, financial account credentials, health records, passwords for other services, or other highly sensitive data into Gibson unless a specific feature explicitly asks for it through a secure flow. Credentials for connected services belong in the approved secure connection flow, never in notes, documents, or chat.

Information about other people. If you add contacts, guests, or other people to Gibson, you are responsible for having a lawful basis to do so and for telling them, where appropriate, that their information is stored in Gibson.

3. How we use information

- To provide, operate, and maintain Gibson, the AZ Dashboard, and AZ Brand services.
- To save your work, sync your artifacts, remember preferences, and show your history and progress.
- To secure the Services, prevent abuse, detect errors, and keep audit and activity logs.
- To communicate with you about your account, changes, support, and policy updates.
- To improve features, fix defects, and understand which parts of the Services are used.
- To comply with legal obligations and enforce the Terms and Acceptable Use Policy in this pack.
- With your consent, for any other purpose described at the time of collection.

We do not use personal information for purposes that are materially different from those listed here without notice and, where required, consent.

4. How we share information

We do not sell personal information, and we do not share it for cross-context behavioral advertising. We share information only in these cases:

- **Service providers** who host, store, process, or support the Services, under instructions to use it only for that work and to protect it.
- **Connected services you choose** - for example email, calendar, storage, music, or smart-home services you connect. Data sent there is governed by that service's policy.
- **People you direct us to share with**, including collaborators and recipients of content you send or publish.
- **Legal and safety reasons** - to comply with law, a lawful request, or a court order; to protect rights, property, or safety; or to investigate abuse or fraud.
- **Business transfer** - if AZ Brand or Gibson is merged, sold, or reorganized, information may transfer subject to this policy or a successor policy with notice.

Aggregated or de-identified information that no longer identifies a person may be used and shared without restriction.

5. Your rights and choices

Depending on where you live, you may have the rights below. We honor them for all Gibson users where we can, not only where the law requires it.

- **Access and portability** - request a copy of the personal information we hold about you, in a usable format.
- **Correction** - ask us to correct inaccurate or incomplete information, or correct it yourself in Settings where the feature allows it.
- **Deletion** - ask us to delete your personal information, subject to legal retention duties and the retention rules in Section 6.
- **Restriction and objection** - ask us to limit or stop a particular use, including any optional or promotional communication.
- **Opt out** - opt out of any sale or sharing for advertising. Gibson does not sell personal information, so no opt-out sale link is required, but you may still contact us with any opt-out request.
- **Non-discrimination** - we will not discriminate against you for exercising a privacy right.
- **Appeal** - if a request is denied, you may appeal by replying to the decision and asking for review.

How to make a request. Submit the request through Gibson Settings in the AZ Dashboard - Privacy and Policy requests - and state the right you are exercising and the account it concerns. We may verify your identity before acting. We aim to respond within 45 days, and sooner where the law requires it. Authorized agents may act for you where the law allows, with proof of authorization.

Account controls. You can update profile and preference settings, disconnect a connected service, turn off a location or tracking feature, and unsubscribe from non-essential messages at any time. Turning a feature off stops future collection for that feature; it does not automatically delete history already kept - request deletion if you want that history removed.

State privacy notices

Residents of California, Virginia, Colorado, Connecticut, Utah, and other states with privacy laws may have additional rights, including rights to know categories collected, to delete, to correct, and to opt out of targeted advertising, sale, or profiling. The categories, purposes, and sharing described in Sections 2 to 4 are the disclosures those laws require. Gibson does not sell personal information and does not engage in targeted advertising through the Services.

6. Retention and security

Retention. We keep personal information only as long as needed for the purpose it was collected, for your account, or as law requires. When it is no longer needed, we delete it, de-identify it, or archive it under a feature's stated retention rule. Some Gibson features keep time-limited history - for example a rolling window with periodic reports - and that feature's own retention rule controls that history. Backups may retain deleted information for a limited period before they are overwritten.

Security. We use reasonable administrative, technical, and physical safeguards appropriate to the nature of the information, including access controls, authentication for connected services, encrypted connections where the platform provides them, and activity logging. No system is completely secure. You are responsible for keeping your credentials secret, using a unique password, and telling us promptly if you suspect unauthorized access.

7. Cookies and tracking technologies

- **Essential cookies** - required for sign-in, security, load balancing, and remembering core preferences. These cannot be switched off in our systems.
- **Functional cookies** - remember choices such as theme, display, and language.
- **Analytics cookies** - where used, help us understand aggregate use so we can improve the Services. They are not used to sell data or build advertising profiles.

You can control cookies in your browser settings. Blocking essential cookies may break sign-in or other core functions. Where a browser sends a recognized opt-out or Global Privacy Control signal, we treat it as a request to opt out of any sale or sharing for that browser.

§8 Children under 13

Our sites and services are not directed to children under 13. We collect information from a child under 13 only with a parent or guardian's consent.

Where a child under 13 takes part in an interview on Gibson, it happens only after the child's parent or guardian has agreed, under the guardian-consent rules in §12 of the public privacy policy. The parent or guardian is told what the child will do, what will be recorded, how long it is kept, and their rights to a copy, a correction, or deletion — and is then asked: "Do you agree to our public privacy policy at your own risk?" A parent or guardian's spoken yes is recorded with a timestamp; they may also sign a written agreement (typed name + date) before the child uses Gibson. A child does not agree for themselves. If the parent or guardian says no, the child does not use Gibson, and nothing is collected.

If you believe a child under 13 has provided us information without a parent or guardian's consent, contact us at fictionarts@gmail.com and we will delete it promptly. We likewise do not knowingly sell or share the personal information of consumers under 16.

International use. Gibson and AZ Brand are operated from the United States. If you use the Services from outside the United States, your information will be processed in the United States, where privacy laws may differ from your own. Where a law such as the GDPR or UK GDPR applies, our legal bases are performance of a contract, legitimate interests, consent, and legal obligation, as relevant to the activity.

Changes. Material changes to this Privacy Policy will be versioned and announced under Section 17 before they take effect, except where immediate change is required by law.

Part B - Terms and Conditions

9. Agreement, accounts, and license

Agreement. By accessing or using Gibson, the AZ Dashboard, or AZ Brand services, you agree to this policy pack - the Privacy Policy in Part A, these Terms, and the Acceptable Use Policy in Part C. If you do not agree, do not use the Services. If you use the Services for an organization, you confirm you have authority to bind that organization.

Eligibility. You must be at least 13 years old, and at least 18 years old (or the age of majority where you live) to enter into binding agreements, make purchases, or publish commercially through the Services.

Accounts. Keep your account information accurate and your credentials confidential. You are responsible for activity under your account. Tell us promptly about unauthorized use. We may require verification, suspend an account that breaks this pack, or refuse service where the law allows.

License to use Gibson. Subject to this pack, AZ Brand grants you a personal, non-exclusive, non-transferable, revocable license to use the Services for their intended purpose. This license does not transfer any ownership. All rights not expressly granted are reserved.

Availability and changes. Services are provided on an evolving basis. Features may be added, changed, paused, or removed, and scheduled maintenance may make a service temporarily unavailable. Where a change materially affects your content or paid service, we will give reasonable notice where practical.

10. Content, intellectual property, and fees

Your content. You keep ownership of content you create or upload. You grant AZ Brand a license to host, store, process, display, and transmit that content only as needed to operate the Services and as you direct - for example to show it in your artifacts, share it with people you choose, or publish it where you instruct. You confirm you have the rights needed to provide that content.

Our intellectual property. Gibson, the AZ Dashboard, AZ Brand names, logos, designs, software, and documentation are the property of AZ Brand or its licensors and are protected by intellectual property law. Do not copy, modify, distribute, sell, lease, reverse-engineer (except where the law forbids that restriction), or create derivative works from them except as this license allows.

Feedback. If you suggest an improvement, we may use that suggestion without obligation or payment.

Fees. Where a service is paid, its price, billing period, and terms will be stated before you buy. Fees are non-refundable except where the purchase terms or the law say otherwise. We may change prices with notice before the next billing period.

11. Disclaimers, liability, and governing law

Disclaimers. To the fullest extent permitted by law, the Services are provided "as is" and "as available", without warranties of any kind, whether express, implied, or statutory, including warranties of merchantability, fitness for a particular purpose, title, and non-infringement. We do not warrant that the Services will be uninterrupted, error-free, or completely secure, or that content will be preserved without loss. Back up content you cannot afford to lose.

Limitation of liability. To the fullest extent permitted by law, AZ Brand and Adrian Zalewski will not be liable for indirect, incidental, special, consequential, or punitive damages, or for lost profits, revenue, data, or goodwill, arising from or related to the Services. Total aggregate liability for any claim arising from the Services is limited to the amount you paid for the Services in the 12 months before the claim, or USD 100, whichever is greater. Nothing in this section limits liability that cannot be limited by law.

Indemnity. You agree to indemnify and hold harmless AZ Brand and Adrian Zalewski from claims, damages, and reasonable legal costs arising from your content, your use of the Services, or your breach of this pack, except to the extent caused by our own misconduct.

Termination. You may stop using the Services and close your account at any time. We may suspend or terminate access for breach of this pack, for legal or security reasons, or if a service is discontinued, with notice where practical. Sections that by their nature should survive - including intellectual property, disclaimers, liability, indemnity, and governing law - survive termination. On termination, your right to use the Services ends; content handling follows Section 6.

Governing law and disputes. This pack is governed by the laws of the State of Rhode Island, United States, without regard to conflict-of-law rules. Disputes will first be addressed by good-faith discussion. If that does not resolve them, disputes will be brought in the state or federal courts located in Rhode Island, and you and AZ Brand consent to their jurisdiction, except where the law gives you a non-waivable right to bring a claim elsewhere. Nothing in this section prevents either party from seeking urgent injunctive relief.

General. If any provision is held unenforceable, the rest remains in effect. Failure to enforce a provision is not a waiver. This pack is the entire agreement about the Services and supersedes prior agreements on the same subject. You may not assign your rights under this pack without our consent; we may assign ours in connection with a business transfer.

Part C - Acceptable Use Policy

12. Prohibited use and content standards

You must not use Gibson, the AZ Dashboard, or AZ Brand services to:

- Break any law or regulation, infringe intellectual property or privacy rights, or facilitate wrongdoing.
- Upload, send, or publish content that is unlawful, defamatory, harassing, hateful, threatening, deceptive, fraudulent, or that exploits or harms a minor.
- Impersonate another person or organization, misrepresent your affiliation, or create a misleading identity.
- Send spam, unsolicited bulk messages, phishing, malware, viruses, or other harmful code.
- Gain or attempt to gain unauthorized access to accounts, systems, connectors, credentials, or data that is not yours.
- Probe, scan, overload, disrupt, or circumvent security, rate limits, access controls, or usage limits.
- Scrape, harvest, or collect personal information about other people without a lawful basis and, where required, their consent.
- Share another person's private information - including addresses, credentials, or precise location - without their permission.
- Use automations, bots, or AI agents to act without the human approval a consequential action requires, or to evade this policy.
- Resell, sublicense, or commercially exploit the Services except as expressly permitted in writing.

Content standards. Content you publish through AZ Brand must be accurate where it states facts, must not present affiliate or sponsored material as personal testing or experience, and must clearly disclose material commercial relationships where the law or platform rules require it.

13. Enforcement and reporting

We may investigate a suspected breach, request information, remove or restrict content, suspend or terminate an account or connector, and report unlawful activity to the appropriate authority. Where practical and lawful, we will give notice and a chance to respond before a permanent action, except for urgent safety, security, or legal cases. If you believe an enforcement action was a mistake, appeal through Gibson Settings with the details of the action.

Reporting abuse. Report abuse, security issues, or content that breaks this policy through Gibson Settings in the AZ Dashboard - Privacy and Policy requests - marking the report "Abuse" or "Security" as appropriate. Include the artifact, page, or account involved and what happened. Do not include passwords or credentials in a report.

Part D - Additional Policies

14. AI, agents, and automations

- Gibson includes AI-assisted features, agents, workflows, and automations. Their output can be inaccurate or incomplete. Verify important output before acting on it, publishing it, or sending it to another person.
- Consequential actions - sending a message or email, publishing, purchasing, deleting, changing a device or account, or sharing personal information - require the approval the feature specifies. An automation must not expand its own authority beyond what you approved.
- Data you provide to an AI-assisted feature is processed under Part A. Do not provide highly sensitive information to an AI-assisted feature unless it explicitly provides a secure flow for it.
- AI-generated media and text published under AZ Brand should be reviewed by a person before publication and disclosed as AI-assisted where the law, a platform, or honesty to the audience requires it.

15. Connected and third-party services

Gibson can connect to third-party services such as email, calendar, storage, music, social, and smart-home platforms, only when you connect them. Each connected service processes data under its own terms and privacy policy. Disconnecting a service stops future data flow to it through Gibson; it does not delete data already held by that service - manage that in the service itself. Third-party links and embeds are provided for convenience and are not an endorsement.

16. Accessibility and data handling in artifacts

Accessibility. AZ Brand aims for public pages and dashboards to be usable with assistive technology, with readable contrast, keyboard navigation, and text alternatives for meaningful images. If you encounter an accessibility barrier, report it through Section 17 and we will work to provide the content in an accessible way.

Data handling inside Gibson artifacts. Each Gibson artifact should collect only the data its function needs, label any location, tracking, or history feature clearly, state its retention rule in its settings, and respect the default of sharing nothing externally unless you direct it. An artifact that cannot meet this standard should not collect the data until it can.

17. Changes to this pack, contact, and acknowledgement

Changes. We may update this pack. The version number and effective date at the front will change, a short summary of material changes will be added below, and continued use after the effective date means you accept the updated pack. If a change materially reduces your privacy rights, we will give notice through the AZ Dashboard before it takes effect where practical.

Version	Effective	Change
1.0	November 21, 2026	First published version: Privacy Policy, Terms and Conditions, Acceptable Use Policy, Cookie Policy, and AI / Connected Services policies adopted for Gibson and AZ Brand.
1.1	November 22, 2026	§8 conforming update: under-13 collection permitted only with a parent or guardian's consent; guardian-consent rules added.

Contact. For privacy requests, policy questions, abuse reports, or accessibility help: use Gibson Settings in the AZ Dashboard - Privacy and Policy requests. That route reaches the owner of AZ Brand, Adrian Zalewski, Cumberland, Rhode Island, United States. No street address is published in this pack. If a request cannot be submitted through the Dashboard, state that in any AZ Brand contact channel you already use and ask for the Privacy and Policy route.

> **Compliance checklist for the AZ Dashboard.** This pack is compliant-ready when: it is linked from Gibson Settings and the Dashboard footer; its version and effective date match this document; privacy requests are routed and logged; new artifacts and connectors are checked against Sections 2, 14, and 15 before launch; and the pack is reviewed at least annually.

Acknowledgement

By using Gibson, the AZ Dashboard, or AZ Brand services, you acknowledge that you have read and agree to this Privacy Policy, Terms and Conditions, and Acceptable Use Policy.

Name / Signature Date