



AI Data Usage & Training Statement

Whether and how your data is used to train or improve AI models.

This statement explains, clearly and directly, what happens to your data when you use an AI feature in Wizard Application™ (the “Service”), and whether it is used to train AI models.

We do not train models on your data

We do not use your private customer content, or the content you or your team enter into the Service, to train foundation AI models, and we do not sell your data. This applies to text, files, and any other content processed by an AI feature.

Categories of data processed by AI features

- Business records you already store in the Service, such as candidates, tasks, or projects, when relevant to a request;
- Files or images you attach to a request;
- A snapshot of the page you are viewing at the time, so the assistant understands the context of your request;
- The text of your request itself; and
- Where you have chosen to use it, the assistant’s memory notes described below.

What is sent to our AI provider, and why

By default, AI features are powered by OpenAI, acting as our processor under contractual terms. Account administrators can also choose to connect an alternative provider of their own, such as Anthropic, Google, Azure, Mistral, or a self-hosted model, in which case that provider processes the request instead. To answer a request, the assistant may send the model provider the text of your request, relevant records it looks up to fulfil it, any file or image you attach, and a snapshot of the page you are viewing at the time. It can only access data you already have permission to see, and we send no more than is needed to provide the feature. Whichever provider is used, it does not use content sent through the Service to train its models.

Legal basis and international transfers

We process this data on the same legal basis as the rest of our processing of your data, generally to perform our contract with you or on the basis of legitimate interests, as described in our [Privacy Policy](#). Where a model provider processes data outside the UK or the European Economic Area, that



transfer is protected by appropriate safeguards, such as the UK International Data Transfer Addendum or equivalent contractual protections.

Memory and personalisation data

Where Wizard AI remembers facts you tell it, such as how you prefer it to respond or what you are working on, that information is stored as short notes tied to your own user account, not a copy of your conversations, and never includes passwords or sensitive credentials. It is never used to train AI models, and you can view, delete, or clear it at any time from the assistant's memory panel.

Records and retention

We keep a limited record of interactions with the assistant, such as the request made and the response given, for a limited period, after which it is automatically deleted in line with our data governance practices.

Your controls

You can choose whether to use AI-assisted features. Account administrators can manage their availability for the whole account, and can set spending limits on AI usage, as described in our [AI Safety & Responsible Use Policy](#). For full detail on how we collect, use, and protect personal data more generally, see our [Privacy Policy](#) and our [AI Transparency](#) page.

Contact us

If you have questions about how your data is used by AI features, contact us at support@wizardapplication.com.

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