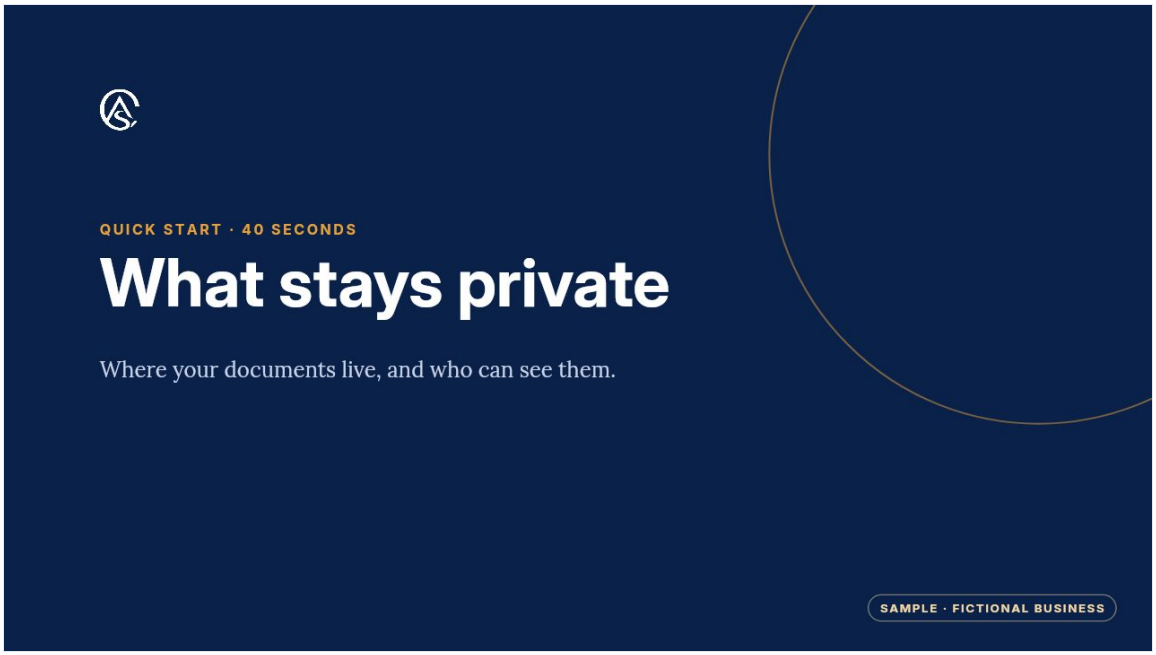
DOCUMENT DESK · QUICK START

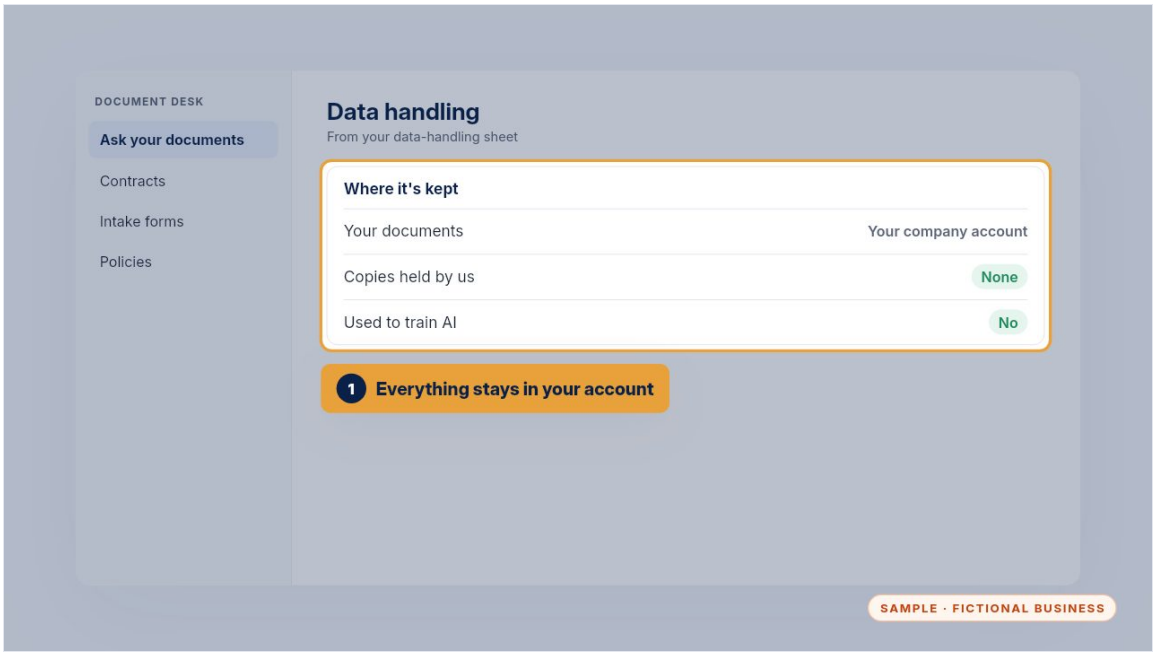
What stays private

Where your documents live, who can see them, and what the assistant can and can't read.

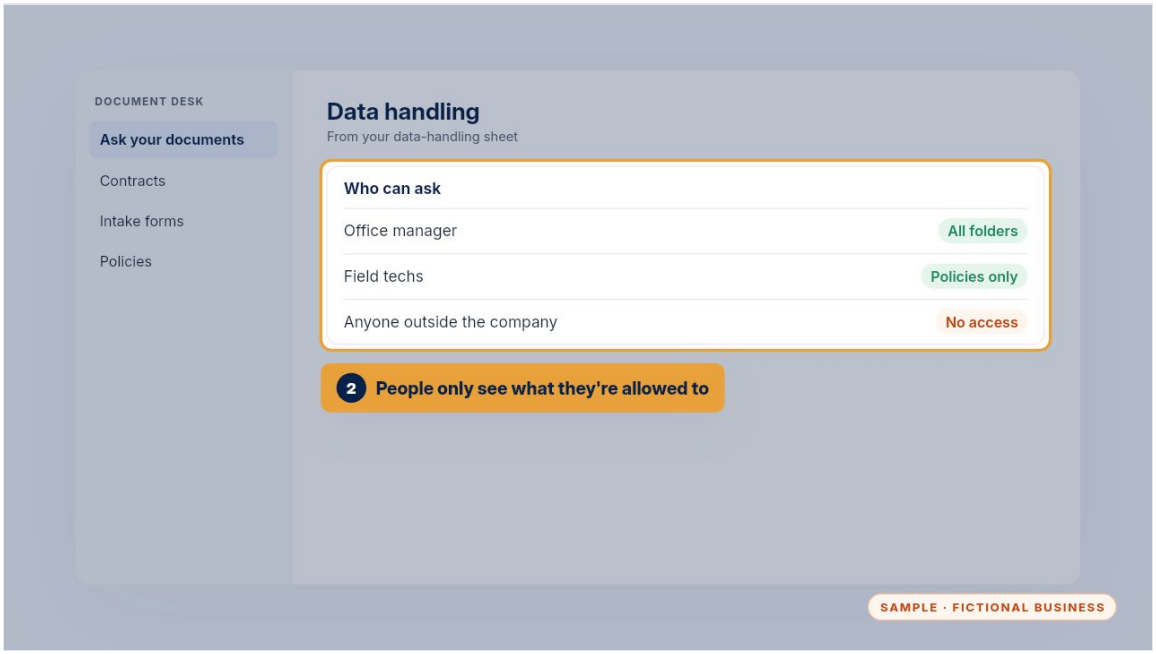
Watch the narrated video: https://openarmsolutions.com/guides/document-desk/what-stays-private



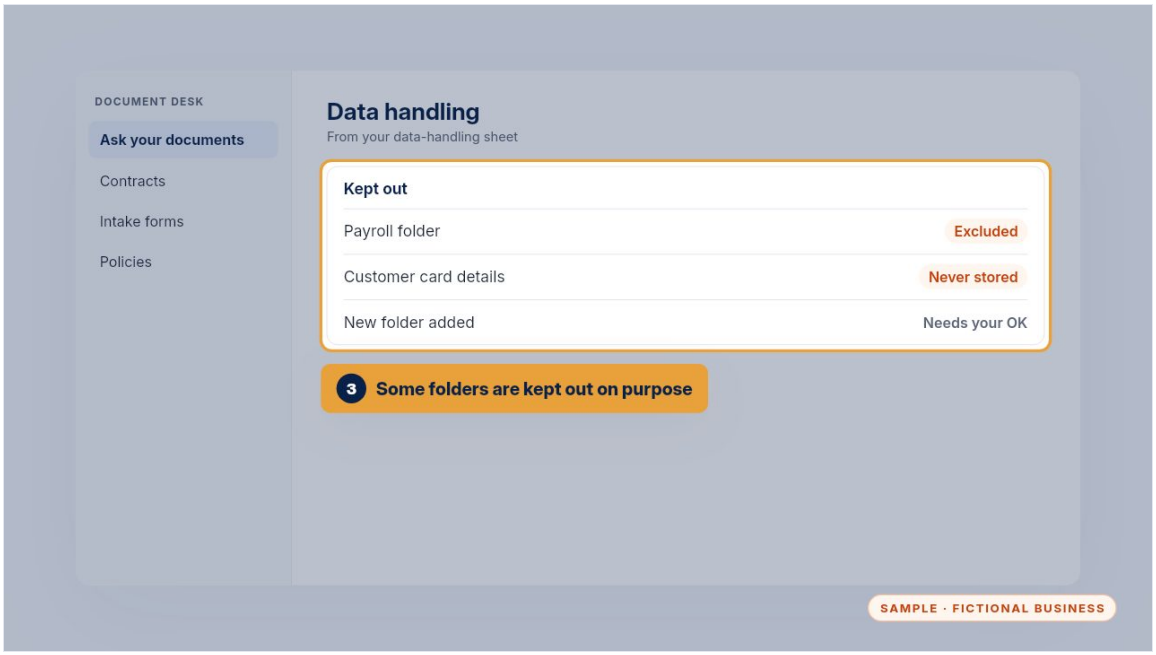
1 Here's what stays private with Document Desk, and who can see what.



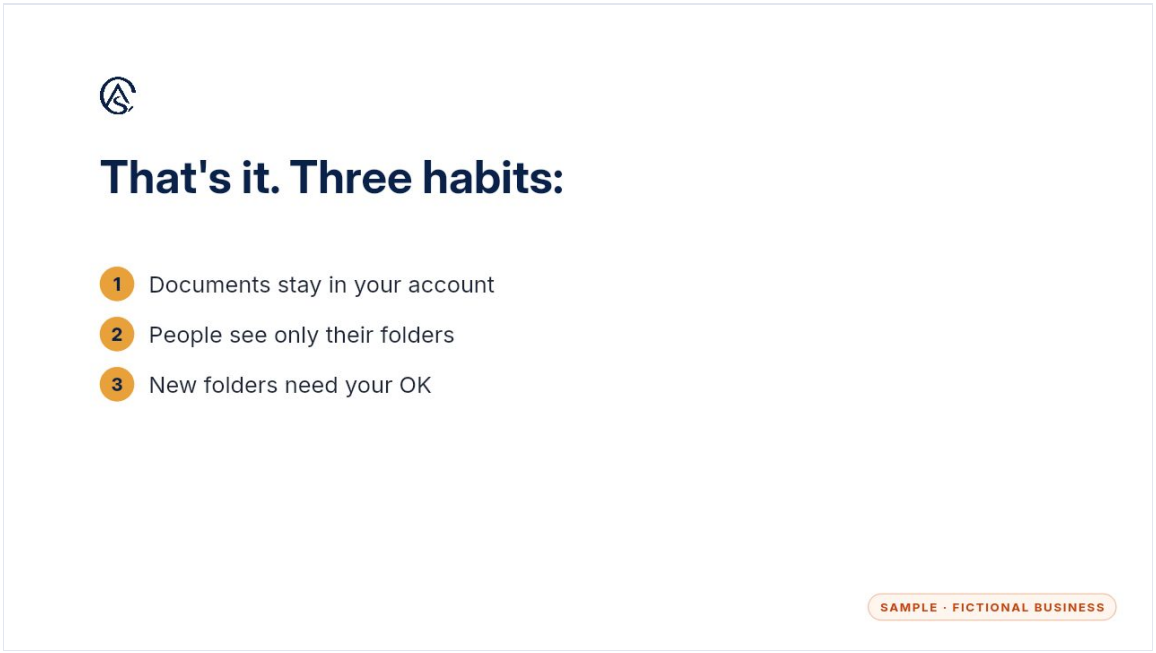
2 Your documents stay in your own company account. We keep no copies, and they're not used to train AI. Your data-handling sheet says all of this in writing.



3 People can only ask about the folders they're allowed to open. Techs see policies, not contracts, and nobody outside the company has access.



4 Some folders are kept out on purpose, like payroll. Adding a folder always needs your OK, so nothing new becomes searchable by accident.



5 Your account, the right people, and your OK for anything new.