

Office Timesheets AI Telemetry Dashboard

Security & Privacy — A Plain-Language Summary for Administrators

Lookout Software, LLC.

What the AI features do

The AI Telemetry Dashboard adds two helpers to Office Timesheets: **dashboard summaries** (a short, plain-English description of the charts you're looking at) and **"Ask Your Data"** (type a question like "How many hours did the design team log last month?" and get a calculated answer).

The most important thing to know

The AI never touches your database and never does the math. Its only job is to understand the question and describe results. Office Timesheets itself looks up your data and calculates every number you see — so answers come from your real records, not from an AI's guess.

How a question is answered (in plain terms)

- You ask a question. Office Timesheets packages it with the data already on your dashboard — nothing more.
- The AI replies with a request in a strict, pre-approved format: which of the five supported calculations to run, and for which employees or categories.
- Office Timesheets checks that request, rejects anything outside the approved list, pulls the data itself, does the calculation, and shows you the verified result.

How your data is protected

- **Minimal sharing.** Only dashboard data and the question are sent to the AI — never passwords, logins, or database access.
- **Nothing is kept.** The AI service (Ollama, a trusted US-based provider) never logs, stores, or trains on what it receives. Its hosting partners are held to the same zero-retention rules.
- **Everything is encrypted** while traveling between your browser, Office Timesheets, and the AI service.
- **Your organization stays separate.** Each customer's setup and data are isolated; the AI features only work for logged-in users and only with their own organization's data.

Common questions

Can the AI see our whole database?	No. It only sees the data already shown on the user's dashboard, plus the question asked.
Can the AI change or delete anything?	No. The AI can only ask "read-only" questions from a fixed, approved list. Editing data is impossible for it.
Is our data used to train AI?	No. Nothing we send is saved, logged, or used for training — it's processed and immediately discarded.
Are the numbers made up by the AI?	No. Every number is calculated by Office Timesheets from your real data. The AI never does the math.
Can another company see our data?	No. Everything is kept separate for each customer, and users only see what their own account allows.

One option to be aware of: by default, AI processing runs on Ollama's US-based cloud using Google's Gemma model. Organizations that prefer their own arrangement can connect their own Ollama account with a cloud model of their choosing. For full technical detail, see the complete Security & Compliance document.