

DATA LIFECYCLE

PROOF Retention Deletion and Data Rights Statement

How the governed record persists, how customers leave and how individual rights are supported.

PROCUREMENT DOCUMENT

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The current signed agreement controls where it differs from this document.

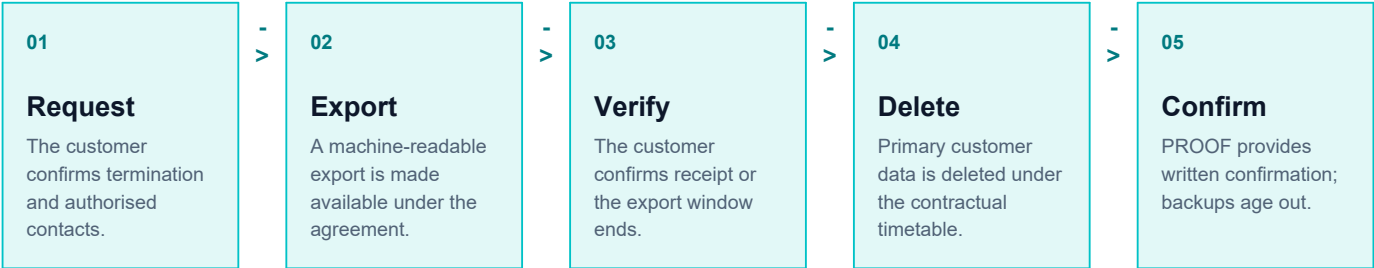
Retention remains purpose-bound and has a defined end.

PROOF retains evidence history to support accountable revenue decisions. It does not treat indefinite storage as the default for every data class.

Data class	Purpose	Retention position
Evidence and decision history	Governed record and auditability	Available during the subscription; contractual deletion follows termination
Source material	Resolve the evidence to its source	Purpose-bound and deployment-specific; stricter minimisation can be agreed
Operational logs	Reliability, security and investigation	Technical metadata only; governed operational retention
Audit working data	One-time Evidence Audit	Destroyed after the findings are produced; only the report and integrity record remain
Backups	Recovery	Age out through the managed backup-retention cycle after primary deletion

Customers can export the record and leave.

The end-of-service process protects continuity without turning PROOF into a permanent copy of customer data.



Immutable history and individual erasure

Corrections append because later information must not improve the past. A verified erasure instruction removes or de-identifies personal identifiers while retaining only the non-identifying structure required for the governed record. The specific method and timetable are documented in the customer agreement.

Access Locate records attributed to the person and supply them through the controller.	Correction Append the corrected position and preserve its source and date.
Erasure Remove or de-identify personal identifiers under a verified instruction.	Restriction Apply the applicable restriction while the controller resolves the request.

The customer remains the controller.

The customer determines the purpose and lawful basis. PROOF acts on documented instructions and provides technical assistance appropriate to the service.

Party	Responsibility
Customer	Verify the requester, decide the response, provide lawful instructions and communicate with the data subject.
PROOF	Locate attributed records, apply the approved technical action, preserve evidence of execution and report completion.
Connected provider	Apply its own deletion and retention commitments where customer data was processed through that service.

Contact

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