

Data Retention Policy (Privacy Version)

Searchie Inc

Purpose

This policy outlines the requirements and controls/procedures Searchie Inc has implemented to manage the retention and deletion of customer data.

Policy

For Customers

Customer data is retained for as long as the account is in active status. Data enters an “expired” state when the account is voluntarily closed. Expired account data will be retained for a minimum of 30 days. After this period, the account and related data will be removed. Customers that wish to voluntarily close their account should download their data manually prior to closing their account.

If a customer account is involuntarily suspended, then there is a 30 day grace period during which the account will be inaccessible but can be reopened if the customer meets their payment obligations and resolves any terms of service violations.

If a customer wishes to manually backup their data in a suspended account, then they must ensure that their account is brought back to good standing so that the user interface will be available for their use. Within 7 business days, the suspended account will be closed and the data will enter the “expired” state. It may be permanently removed 30 days thereafter (except when required by law to retain) or when given explicit request to delete.

Personal Data

Searchie Inc will retain personal and sensitive information (defined in the Data Classification Policy) only for a period of time that is reasonably necessary and proportionate to achieve its stated purpose, as per regulation or contractual obligation. Upon the expiration of such time or explicit request of the customer, the information shall be deleted per data destruction procedures set in the Data Protection Policy.

In the event that data deletion has been requested, Searchie Inc will immediately notify any third-party organization, with whom the information had been shared, to delete the information.

Revision History

Version	Date	Editor	Approver	Description of Changes	Format
1.0	June 29th 2023	Adam Ghandour Alli Logan	Adam Ghandour	Adding of dates/time lines	Electronic