



Trust Your Supplier

TYS Data Retention Policy

V2.0

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VERSION LOG

Date	Document Version	Changes	Author
5/21/20	1.0	Initial version	Melissa Bracken
10/05/22	1.0	Reviewed	Ravi Sabhikhi
10/17/23	2.0	Reviewed and added GDPR -Right to Forget language	Ravi Sabhikhi



1. Purpose

This document addresses common concerns of existing and new members of the ‘Trust Your Supplier’ network around data retention in the application. The information contained in this document is subject to revisions. Users and subscribers to this document will be notified about the changes.

2. Data Retention Policy

TYS data is segmented into data stored on the ledger, referred to as on-chain, data stored on an external database but associated with the blockchain, referred to as off-chain, and other application-specific data stored in external databases that does not record hashes on the blockchain.

Data used in the TYS application is classified into the following types:

1. **PII** – Personally Identifiable Information such as an individual’s name, address, email, personal phone number etc. This data is stored off-chain and encrypted, and the hash of the data is recorded on the blockchain.
2. **Publicly-sharable information** on the ledger such as a supplier’s Basic Profile
3. **Selectively shared supplier information**, usually encrypted and stored on the chain by the supplier using their credentials (public and private Key)

2.1 RETENTION

The current TYS data retention policy is that data recorded on the ledger lives forever, in accordance with the principles of immutability of the blockchain, so is kept indefinitely.

Data retention varies based on whether the data is stored on or off-chain. TYS data stored on the blockchain is immutable. However, the data owner can permanently block access to it by destroying the keys used to encrypt it. Otherwise, data recorded on the blockchain ledger lives indefinitely and cannot be deleted. In the future, it is possible that the ledger may be able to prune blocks based on age. Off-chain data related to those blocks will also be able to be deleted, based on timestamps.

Non-blockchain data including PII will remain within TYS, MongoDB and RedisDB until the buyer or supplier owner removes it. PII data owners decide how long to retain PII data and can delete it at any time. When data is deleted, TYS removes it from the database and all replicas and destroys the related keys.

TYS will remove the PII data of TYS employees who have separated from the company. It is the responsibility of individual organizations to delete PII data associated with an employee if that employee leaves the organization.

TYS will delete an organization’s off-chain data from TYS databases and replicas within 60 days of an organization’s termination of TYS membership. When a buyer leaves the TYS network, all buyer-owned information will be removed from TYS. However, data from suppliers invited to TYS by the buyer will continue to exist in TYS unless the supplier makes an explicit request that it be removed.



All other off-chain data lives on indefinitely, unless the TYS Governance Board makes recommendations on the retention of off-chain data.



Appendix A

HUBSPOT (Sales and Marketing)

HubSpot retains customer data for as long as the customer has an active subscription with the company. Once a customer cancels their subscription, HubSpot retains their data for 90 days, after which it is permanently deleted.

ZOOM Conference call

User configuration Select the amount of time you would like to save chat messages for, then click Save. Messages can be saved on Zoom's Cloud for **up to 10 years**.M

Zoom Cloud Storage

Retention period for messages stored in the cloud can be set either at the account level (applicable to all users on the account) or at a user group level (applicable to all users in the user group). *Note: For free accounts, cloud storage retention is set to 2 years and cannot be changed.

LinkedIn

LinkedIn keeps your profile until you request that we close it. The easiest way to close your LinkedIn account is by going to the [account closure page](#).

If you close your account, your information generally will be removed from LinkedIn's production system within 24 hours. We generally delete closed account information and will de-identify any logs or other backup information within 30 days of account closure, except as noted in our [Privacy Policy](#).

Note: You will not be able to access your account or its contents after you close your account. However, your public profile may be displayed in search engine results until the search engines refresh their cache.

sales navigator

We generally delete closed account information and will de-identify any logs or other backup information within 30 days of account closure, except as noted in our Privacy Policy. Note: You will not be able to access your account or its contents after you close your account.

