

How we handle *your data*.

We take only what the workbook needs. Asking for shipment totals by state instead of order exports means we never hold a shopper's name or address.

WHAT WE TAKE

- Your SKU list for the chosen product line
- Packaging spec sheets and supplier invoices
- Photos of each packaging piece, and piece weights
- Aggregated shipment totals: units sold (or orders and cases shipped) per SKU, per state

WHERE IT'S KEPT

One private Google Drive folder per client, in Quiet Yield's company account, shared only with the client contacts you name. Never shared as "anyone with the link." Not kept in personal accounts, on local computers or in chat tools.

Folder layout: 01 Intake (your uploads), 02 Working, 03 Delivered.

HOW AI TOOLS ARE USED, AND THE HUMAN REVIEW

AI tools help organize your files: they extract components, materials and weights, map each component to reporting categories, flag low-confidence items, and draft the missing-data list and supplier requests.

Before delivery, Alexander reviews every flagged item, spot-checks 10% of the rest, and recalculates one SKU by hand. Nothing reaches you without his approval.

Setting each AI tool so your files aren't used for model training: **To be confirmed.**

IF SOMETHING GOES WRONG

If a file is shared with the wrong person or made public, we revoke access immediately, tell you within 72 hours, and log what happened.

WHAT WE DON'T ACCEPT

- Customer names, addresses or order-level exports
- Passwords or portal logins
- Payment or bank details

If any of these arrive by mistake, we delete them, tell you, and note it in our client log.

WHO SEES IT

Alexander Hickman, who runs Quiet Yield, and the AI tools used to process the files. Your data, suppliers and prices are never shown to another client. Packaging invoices show supplier prices, so we treat them as commercially sensitive.

No client data appears in samples, case studies or marketing without your written permission.

HOW LONG WE KEEP IT

Pilot working files are deleted 90 days after delivery.

Deletion on request: you can ask for earlier deletion at any time by emailing alex@quietyieldhq.com. Turnaround for deletion requests: **To be confirmed.**

We keep our own business records (the signed agreement, invoice and delivery email) for as long as our tax preparer advises.

OWNERSHIP

You own your data and the delivered workbook. We keep our templates and methods.

Still being finalized (To be confirmed): the written pilot agreement that sets these terms (draft under attorney review), the no-training settings on each AI tool, and the turnaround for deletion requests. Ask us for the current status before you send files.

Questions about your data:

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