

Gnomeo Data Handling & Retention Policy

Version 1.0 | Date 2026-05-09 | Scope: Public policy document for Gnomeo

Formal guidance on what Gnomeo stores temporarily, what it retains, and why analytical memory is kept instead of raw exports forever.

PURPOSE AND SCOPE

This policy explains what Gnomeo stores temporarily, what it may retain, and why the product keeps analytical memory rather than raw exports forever. The goal is to support recurring reviews without turning the service into a raw ad-data warehouse.

DATA MINIMIZATION

Gnomeo is designed to keep less raw data whenever practical. The system should preserve the minimum information needed to produce useful analysis, recurring reviews, and workspace continuity.

DATA CATEGORIES

- Temporary data includes raw CSV uploads, parsed processing files, and short-lived report artifacts.
- Persistent data may include generated reports, workspace memory, analytical summaries, trend snapshots, recommendation history, preferences, and usage or billing metadata where applicable.

TEMPORARY RAW UPLOADS

- Paid-tier raw uploads may be retained for up to 7 days for processing, support, and limited reruns unless deleted earlier.
- Temporary parsed files are intended to be deleted within 24 hours where practical.
- Temporary artifacts are not intended to be a long-term storage layer.

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Generated reports and workspace memory may be retained until deletion request, account closure, or workspace removal. These records help preserve continuity across reviews and are distinct from raw CSV uploads.

ANALYTICAL MEMORY

Workspace memory stores the context needed for recurring reviews: business type, goals, constraints, notes, and historical recommendations. This helps the product stay useful without preserving every original export.

RECOMMENDATION HISTORY AND TREND SNAPSHOTS

Recommendation history and trend snapshots are derived data. They are retained so Gnomeo can show recurring patterns, budget changes, and platform tradeoffs over time.

USAGE AND BILLING METADATA

Usage events and billing metadata may be retained where applicable for operational, support, or accounting reasons. These records should stay lightweight and should not contain raw CSV contents.

BACKUPS AND LOGS

Backups and logs may have separate operational retention windows. They should not become a shadow archive of raw customer uploads. The retention goal is the shortest practical period consistent with reliability and incident response.

DELETION REQUESTS AND ACCOUNT CLOSURE

- Users may request deletion of workspace data and raw uploads.
- Deletion workflows should cover persistent workspace data where applicable.

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- Backups and logs may be subject to separate limited retention windows.

GDPR-AWARE OPERATING PRINCIPLES

This policy is designed around data minimization, purpose limitation, and deletion handling. It is written to be transparent and practical without overclaiming legal certification.

CURRENT LIMITATIONS

Exact retention mechanics may evolve as the product matures. The core principle remains the same: raw uploads should not be kept longer than necessary.

FUTURE IMPROVEMENTS

- More explicit cleanup automation for parsed artifacts and raw uploads.
- User-facing deletion tooling.
- Workspace-scoped retention controls for stricter customers.
- Clearer operational reporting on what is kept and for how long.