

Data Retention Policy

Provider: Althemia – Sole proprietorship

Trade name: Palks Studio

1. General Principle

The Provider is not intended to provide an archiving service.

Data is retained only:

- for operational needs
 - for a reasonable period of time
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2. Data Processed

As part of the invoice automation service, the following data may be processed and retained:

Client-Provided Data

- CSV files submitted by the Client containing the information required to generate invoices (dates, amounts, references, end-customer identity details, etc.)

These files are transmitted by the Client via the secure access mechanism provided and are used exclusively for the execution of the service.

Service-Generated Data

- PDF invoices generated from the data provided by the Client
- delivery-related archives (e.g. monthly document groupings)

These documents constitute **invoicing documents** and may be retained in accordance with applicable legal and tax requirements.

Internal Technical Data

- technical security logs (including hashed IP address, access traces, timestamps)
- processing indicators (success, errors, timestamps)

Such data is strictly technical, internal to the Provider, and not used for commercial purposes.

3. Data retention period

The Service Provider does not provide any data archiving service.

Data processed or generated as part of the service may be:

- temporarily retained

- deleted
- or overwritten

depending on the technical and operational constraints of the Service Provider.

On a purely tolerative basis and without any guarantee, the Client may request the retrieval of original ZIP files or technical archives dating back less than twelve (12) months, subject to their actual availability.

The Service Provider cannot be held liable for the unavailability of such files.

The Client remains solely responsible for the retention, backup, and legal archiving of its own documents.

Technical security logs are retained for a period proportionate to the service's security needs, then deleted or anonymized.

Actual retention periods may vary depending on technical system constraints.

4. Liability

The Provider shall not be held liable for data loss after delivery or transmission.

The Provider has no obligation to ensure long-term retention of data, files, invoices, or generated exports.

It is the Client's responsibility to ensure its own backups and to comply with legal archiving obligations.