

AilInventoryPro.com Data Classification and Privacy Policy

Applies to ainventorypro.com and all of its subdomains
Policy and operating procedures

Document ID: WF-SEC-014 | Version: 1.2 | Prepared: October 16, 2026
Status: Prepared for management approval | Effective date: Upon approval
Policy owner: Designated AilInventoryPro.com Security Owner | Review: At least annually

What changed in version 1.2

Version 1.2 (October 16, 2026) adds the services in scope: every WindFire module and service operated on these domains, including WindFire Blueprint, WindFire Job Flow, the WindFire Order Flow flow chart, vendor-managed inventory, Payroll with the WindFire Tax Service for the United States and Canada, and bank feeds through Plaid or Stripe Financial Connections. It also adds a paragraph that applies this policy to these services. It states that AilInventoryPro.com is not responsible for the tax rates and tax information published by the WindFire Tax Service and that each tenant must verify them. All other requirements of version 1.1 are unchanged; earlier versions stay available at their own addresses.

Purpose and scope

This policy classifies the information AilInventoryPro.com handles and sets handling rules for each class, and describes how AilInventoryPro.com respects personal information and the customer's ownership of workspace data.

Domain scope: this policy applies to ainventorypro.com and to all of its subdomains, including subdomains added in the future.

Services in scope: this policy covers every WindFire module and service operated on these domains, including inventory, parts and products, sales, purchasing, shipping and receiving, fleet and vendor-managed inventory; Production and Scheduling with WindFire Job Flow; WindFire Blueprint; the WindFire Order Flow flow chart; Quality, WindFire QMS and standard operating procedures; Time Card Manager; Accounting & Finance; Payroll with the WindFire Tax Service for the United States and Canada; bank feeds through Plaid or Stripe Financial Connections; WindFire AI; Projects and Advanced Reporting; the help, training, sales and support desks; and the platform administration portal.

Classes

Restricted: credentials, verification codes, encryption keys, bank and Plaid access tokens, full bank account or card numbers, tax identifiers (SSN, ITIN, EIN where tied to individuals), payroll and compensation records, and security logs. Confidential: customer business data (customers, suppliers, items, orders, invoices, accounting records, documents, employee records), signed agreements and internal AilInventoryPro.com business information. Internal: non-sensitive operational information. Public: published policies, marketing pages and public documentation.

Handling rules

Restricted: encrypted at rest and in transit, access limited to named roles with a need, never in logs, email bodies, chat, tickets or URLs, and shared only through approved secure means. Confidential: access by role and tenant, encrypted in transit, shared only with authorized people for a business purpose. Internal: kept within AilInventoryPro.com. Public: approved before publication.

Privacy and customer data

Customer ownership

Each customer owns and controls the data in its workspace. AilInventoryPro.com processes it to provide, secure, support and improve the service as the customer agreement allows, does not sell it, and keeps each customer's data separate from other customers.

Personal information

Collect and keep only the personal information needed. Customers are responsible for having a lawful basis and giving notices to their own employees, customers and contacts; the Workspace Access Agreement explains to each user that their company controls their account and information. AilInventoryPro.com supports customers in answering access, correction and deletion requests within the timeframes the law requires.

Financial and payroll data

Accounting, payroll, banking and payment data is Restricted or Confidential. Bank connections through Plaid follow Plaid's policies and use only the data needed for the feature the customer enabled. Card details are entered through the payment processor; AilInventoryPro.com must not store full card numbers.

Social Security numbers, Social Insurance Numbers, employee tax profiles (such as Forms W-4 and TD1), pay and deduction details, and bank account and connection data are restricted information. Tax rates and tax information published by the WindFire Tax Service are public reference information, not customer data; AilInventoryPro.com is not responsible for the rates it publishes, and each tenant must verify them with the issuing tax authority before relying on them.

Retention and deletion

Data is retained and deleted under WF-SEC-004 and the customer agreement. When a customer leaves, AilInventoryPro.com provides an export and then deletes the workspace and its backups on the stated schedule, except where law or a legal hold requires retention.

Incidents

Suspected exposure of Restricted or Confidential data is a security incident under WF-SEC-006.

Policy status

Requirements become effective when management approves this document. It does not certify that each control is already operating. Management must verify implementation and supporting records before representing this policy as an operational control to Plaid, a customer or another reviewer. Record implementation gaps with an owner and target date.

Approval and operational confirmation

Legal operating entity: _____
 Security Owner and backup: _____
 Accountable executive and title: _____
 Evidence register location: _____
 Management approval signature and date: _____
 Effective date and next annual review: _____

Related documents and reference basis

WF-SEC-001, WF-SEC-004, WF-SEC-006, WF-SEC-007, WF-SEC-008. Florida Information Protection Act (section 501.171, Florida Statutes); FTC Safeguards Rule (16 CFR Part 314) where applicable; Plaid Developer Policy. This policy is not legal advice.