

Internal Estimating System Privacy & Data Policy

(For Internal Company Use Only)

1. Purpose

This estimating and quoting system is an internal company tool used for:

- Preparing construction estimates
- Generating client proposals and quotes
- Tracking material and labor pricing
- Managing margin and financial analysis
- Internal project documentation

The system is not publicly accessible.

2. Data Collected

The system may store:

- Client names
- Project descriptions
- Quote line items
- Material costs
- Labor pricing
- Margin calculations

- Internal notes related to projects

The system does **not** intentionally collect:

- Personal financial data
 - Payment information
 - Government ID numbers
 - Sensitive personal data
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3. Data Access

Access to the estimating system is limited to:

- Company ownership
- Authorized employees
- Estimating personnel
- Accounting personnel (if applicable)

Access is controlled through company-managed Google Workspace accounts.

4. Data Storage & Security

- All data is stored within company-controlled Google Sheets.
- Access requires authenticated login.
- Sharing permissions are restricted to authorized users only.
- Two-factor authentication is required for administrative accounts (recommended).

The system is not publicly accessible.

5. Data Sharing

Company data stored in the estimating system:

- Is not sold
- Is not shared with third parties
- Is used strictly for internal business operations

Data may reside on third-party cloud infrastructure (Google Workspace) as part of normal system operation.

6. Data Retention

Quote and pricing data may be retained indefinitely for:

- Historical reference
- Pricing comparison
- Financial tracking
- Legal documentation

Data may be archived or removed at company discretion.

7. Employee Responsibility

Employees with access to the estimating system must:

- Maintain confidentiality of company pricing and client data

- Not export or share data externally without authorization
- Follow company security practices

Unauthorized distribution of pricing or client data may result in disciplinary action.