OperationsIP

OIP-DAT-003 · Version 1.0 · Effective 1 December 2026

Files, Photos and Storage Policy

Businesses can store files and before and after photos in OperationsIP as those features are released. This policy sets the rules.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-DAT-003	1.0	1 December 2026	Director	December 2027

Policy · Data and files

Legal and standards basis

- Privacy Act 1988 (Cth), APP 11
- GDPR Articles 5 and 32

1. Storage

- Files are stored in private storage. Each business can only reach its own files
- Storage allowance: 2 GB during the free period, 10 GB on a paid plan. Owners can buy extra storage in Billing
- When a business reaches its limit, new uploads stop until space is freed or more storage is added. Nothing is deleted without warning

2. Automatic photo deletion

Each business chooses how many days to keep before and after photos (Settings, Clock-in rules). Photos older than that are deleted automatically. The default is 90 days.

3. What not to upload

- Photos of people, children, ID documents, keys or alarm codes unless there is a clear work reason and permission

- Anything illegal or that you don't have the right to store
- Files with malware. Uploads may be scanned and blocked

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