

## SECURITY PACKET

# Security and Data Handling Topics for Recorded Statement Review

This preview summarizes the topics ClaimAudio can cover before a pilot. It avoids unsupported certification claims and should be reviewed against the final pilot agreement.

## Access controls

- Reviewer, manager, and admin roles
- Organization-specific workspaces
- Human approval before claim-file use

## Statement handling

- Approved anonymized material for pilot evaluation
- Signed upload URL pattern for controlled intake
- Transcript and memo output tied to original source

## Audit and review trail

- Reviewer decisions on findings
- Memo export activity
- Source-linked quote and timestamp references

## Retention and data use

- Retention windows confirmed before pilot upload
- Deletion handling defined in pilot terms
- Customer-data use terms reviewed before files are exchanged

## Diligence Position

ClaimAudio prepares source-linked findings for human review. It is not a black-box claim decision system. Certification status is represented only when completed and verifiable; SOC 2 readiness can be discussed during diligence.

## Pilot Review Questions

### Security

Who can access audio, transcript, findings, and exported memos?

### Retention

How long should recordings, transcripts, and generated outputs remain available?

### Workflow

Who approves findings before they become claim-file material?

### Data handling

What anonymization or approved sample-material rules apply before pilot upload?