



LEDGERFLOW AI • DATA HANDLING STATEMENT
UNIFIED DIGITAL ECOSYSTEM

DATA HANDLING STATEMENT · LEDGERFLOW AI · FOR THE CLIENT

How LedgerFlow AI handles your bills and your data

This statement tells you, before a pilot or a go-live, what data LedgerFlow AI handles, where it goes, who can see it, how long it is kept and how it is deleted. It is the written statement your trial plan asks for (prerequisite X6). Keep it with the plan.

1 Who answers for the data

India's Digital Personal Data Protection Act, 2023 (DPDP Act).

You

- ✓ You are the data fiduciary. You decide which bills are processed, and you can stop at any time.
- ✓ Supplier bills are business records, but some carry personal data, such as a proprietor's name, a mobile number or a signature. On your request such bills are masked or left out.

ClinexGen

- ✓ Clinexgen Private Limited processes your bills on your behalf, and only to run LedgerFlow AI for you.
- ✓ Your data is not sold, and it is not shared with anyone except the services named in section 2.
- ✓ No external security certification is claimed. The controls are described here, not certified by an outside body.

2 Where a bill goes

Bill images leave your network to be read. Your Tally does not.

STEP	WHERE	WHAT IS THERE
1 · Upload	Your organisation's workspace in the LedgerFlow cloud	The PDFs, scans and photos your team uploads.
2 · Reading	The AI service: Google's Gemini API	The bill image is sent to be read: header, lines, HSN and tax. The reading comes back to your workspace. The Google plan in use is stated in section 6.
3 · Review	The LedgerFlow cloud	The readings, the vendor and ledger names imported from your Tally, your team's corrections and approvals, and the audit trail. Where it is hosted is stated in section 6.
4 · Posting	The desktop relay and TallyPrime, on your own network	The relay fetches approved vouchers and posts them. No port is opened to the internet, and your books stay in your Tally.

3 Who can see it

Access is by role, and every action is on the record.

Your users

- ✓ Four roles: Owner, Chief Accountant, Accountant and Viewer. An accountant cannot approve, sync or delete.
- ✓ Every bill, ledger, mapping and user is scoped to your organisation. The server checks the role on every request, and an unknown role is refused.
- ✓ Sign-in locks for 15 minutes after 10 failed tries in 5 minutes, and sessions expire.

ClinexGen staff, and the record

- ✓ ClinexGen access is limited to your named delivery engineer and the support desk, for set-up and support.
- ✓ Every ingestion, edit and sync is on the audit log: the field, the old value, the new value and the user.

4 How long it is kept, and how it is deleted

Deletion is always confirmed to you in writing.

WHEN	WHAT HAPPENS TO YOUR DATA
During a pilot	Kept for the pilot only. Sample bills used in the functional walkthrough are deleted from the trial workspace when the walkthrough ends.
After the go / no-go	Trial data is deleted within 30 days and ClinexGen confirms it in writing, or it is carried into go-live if you sign for that. Deletion covers bill images, workspace data in the LedgerFlow cloud and the trial logins. You remove trial vouchers from your own Tally companies.
In normal service	Kept for the period stated in section 6.
When you leave	Your data leaves in an agreed format (Excel, CSV or PDF). Your organisation's bills, ledgers, mappings and users are then deleted together, and ClinexGen confirms the deletion in writing.
At the AI service	As stated in section 6, under Google's terms for the plan in use.

5 If something goes wrong, and who to ask

One contact on each side.

If data is at risk

If ClinexGen learns that your data has been accessed, lost or disclosed without authority, it tells your named contact without delay, with what is known, so that you can meet your duties as data fiduciary.

Questions

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6 Completed by ClinexGen for you

Three answers, as on the date of issue. This statement is issued only with all three completed.

ANSWER	WHAT IT TELLS YOU	CLINEXGEN'S ANSWER
1 · AI plan	The Google plan that reads your bills, and what Google's terms for that plan say about using and keeping your bill images.	_____
2 · Hosting	The provider and the region where the LedgerFlow cloud runs.	_____
3 · Retention	How long bill images and extracted data are kept in normal service.	_____

ClinexGen tells you in writing if any of these answers changes.

For Clinexgen Private Limited

Name

Signature and date of issue

Received for the client

Name and organisation

Signature and date