S.A.V.E.S Project

Data Retention Schedule

Participant Database and Apps · Effective November 2026

The people in our database trust us with personal information. This schedule explains how long the S.A.V.E.S Project keeps each kind of record and what happens to it afterward. We keep information only as long as it helps keep participants safe, and then we securely delete it.

Participant Information

Record	How Long We Keep It	Details
Participant Profile	While the participant is active, plus 3 years	Families confirm the profile about every 4 months. A profile not confirmed in over 6 months is marked overdue and followed up on.
Medical Conditions, Stressors and De-Escalation Information	Same as the profile	Stored encrypted. Deleted with the profile.
Participant Photo	Until it is replaced	The old photo is deleted when a new one is added.
Emergency Contacts	Same as the profile	Families can update contacts at any time in S.A.V.E.S CONNECT.
Map Locations	Same as the profile	Removed sooner when the family asks.
Registration Forms	Approved forms: 3 years. Forms that are not approved: 90 days	Kept so we can confirm what was submitted and when.
Signed Consent and Waiver	While the participant is active, plus 3 years	Includes school and care facility sharing permissions.

Activity and Safety Records

Record	How Long We Keep It	Details
Profile Activity Records	3 years	Who viewed or changed a profile, and when.
Help a Participant Lookups	1 year	Used to spot misuse and lock out repeated failed searches.
Responder Contact Logs	3 years	Notes a responder logs after meeting a participant.

Missing Person and Left Campus Incidents	3 years after the incident is closed	Includes hand-offs, notes and the agencies alerted.
Blue Envelope Program Logs	3 years	Records that a Blue Envelope was used at a traffic stop.

Partner and Account Records

Record	How Long We Keep It	Details
Responder, Educator and Facility Accounts	While active, plus 3 years	Access is turned off the day a person leaves their agency.
Sign-In Records	3 years	Dates and times of sign-ins and authenticator checks.
Partner Agreements (MOUs)	While the partnership is active, plus 7 years	Kept with our nonprofit financial records.
Contact Form Messages	2 years	Messages sent through savesproject.com.
Newsletter List	Until you unsubscribe	Removed from the list right away when you unsubscribe.

Removing a Participant

A participant, parent or guardian can ask us to remove a participant from the database at any time. When we receive the request:

- The profile is turned off right away, so responders, schools and facilities can no longer see it.
- The profile, photo and encrypted information are permanently deleted within 30 days.
- Activity records stay for the time listed above, because they show who saw the information and when.

How Records Are Deleted. Records are permanently deleted from the database. Backup copies are encrypted and replaced on a rolling basis, so deleted information is gone from every backup within 90 days. We never sell, rent or share participant information for advertising.

Questions about this schedule or your information? Call 810-328-3074 or email support@savesproject.com. S.A.V.E.S Project, 511 Olde Towne #80514, Rochester, MI 48307. A Michigan 501(c)(3) nonprofit. This schedule is reviewed by the Board of Directors each year.