

**CONTACT:**

**WORKFORCE DIAGNOSTICS LLC.**

info@workforcediagnosticsllc.com  
www.workforcediagnosticsllc.com  
898-555-0111  
11166 Fairfax Blvd  
Fairfax, VA 22030

**WORKFORCE DIAGNOSTICS LLC**

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# DATA HANDLING & SECURITY STATEMENT

## SUMMARY

This document outlines Workforce Diagnostics' approach to handling, protecting, and disposing of client-provided data used for workforce analysis and advisory services.

## DATA HANDLING OVERVIEW

Businesses today face challenges such as inefficiencies, rising costs, and evolving market demands. Addressing these issues requires a well-structured, strategic approach that ensures long-term success.

Data may include:

- Organizational charts
- Position descriptions
- Workforce structure and role alignment
- High-level retirement or succession indicators

Workforce Diagnostics does not request, collect, or store sensitive personal data such as Social Security numbers, medical records, financial account information, or employee performance files.

## DATA RETENTION & DELETION

Default retention period is 30 days following final deliverable submission

- Data may be deleted earlier upon client request
- All files are permanently deleted at the conclusion of the retention period
- No long-term archives are maintained

## SECURITY PRACTICES

Workforce Diagnostics follows reasonable administrative, technical, and physical safeguards appropriate to the nature of the data handled, including:

- Controlled system access
- Secure credentials and authentication
- Device-level protections
- Limited data exposure

## COMPLIANCE POSITION

Workforce Diagnostics does not currently maintain a SOC 2 certification, as it does not host client systems or store regulated personal data. The company operates using security practices aligned with industry standards for advisory and analytical services.

