

Data Retention Policy

Last Updated: December 2021

1. Purpose

mygroundforce™ 's Data Retention Policy provides for a systematic retention and destruction of Customer data stored electronically. Customer data is accumulated through the usage of mygroundforce™ 's Hosted Software Platform. This policy is designed to assist with compliance with Federal and State Laws and regulations.

2. Record Retention

mygroundforce™ follows the record retention procedures outlined below

Settlements	3 Years
Payroll Reports	3 Years
Standard Period-Based Reports	1 Month
Maintenance Plans	1 Month
Line Haul Exceptions	6 months
Fuel Surcharge Exception Report	6 months

3. Deletion Method

Once the relevant retention period has run, mygroundforce™ will perform daily, automated deletion of records.

4. Modifications to the Data Retention Policy

mygroundforce™ may at its sole discretion modify this policy without notice to Customer.