GDPR ART. 28(3)(G) · ANNEX 6 OF THE DPA, ART. 10.5

Deletion certificate template

The sections of the deletion certificate the REVIEWIT platform delivers to the Customer on exit: what it certifies, what it lists, and how to verify it. A fully fictitious specimen shows its layout.

VERSION
1.0 · November 2026

SCOPE
REVIEWIT SAS · REVIEWIT SaaS solution, all regions

DISTRIBUTION
Public

Document issued in French and English; the French version is authoritative.

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PURPOSE

At the end of the contract, REVIEWIT SAS delivers to the Customer a deletion certificate generated by the platform from its registers (DPA version 1.2, Annex 6, Article 10.5; “Retention and reversibility” clause version 1.2, Article 7). It is issued under the heading “Data deletion attestation”. This document presents its sections as the platform issues them.

The specimen in section 03 is an example: all its values (customer, references, dates, volumes, hashes) are fictitious.

SECTION 01 Principles of the certificate

- **Generated, never typed.** Scope, dates, volumes and references come from the platform's registers; no factual field is entered by hand.
- **A designated scope.** The certificate covers a named subscription, never the customer account as a whole.
- **What remains is stated.** Part 2 lists the retained data, with its basis, the usage restriction applied and its next due date; it is never omitted.
- **No deleted data appears in it.** Only technical identifiers, categories, volumes, dates and hashes are shown.
- **A reference document.** The certificate is composed in French; this reference document is kept in the deletion register, outside the backup cycle, and its SHA-256 hash is printed on the PDF. A rendering in another language may be delivered; it says so at the top, and only the French document is authoritative.

SECTION 02 Interim and complete certificates

	INTERIM CERTIFICATE	COMPLETE CERTIFICATE
Title	Interim attestation — deletion from active systems	Complete attestation — erasure of the required scope
Delivery	After the export archive is erased, before backups expire	After the backups that held the scope have expired
Part 1	“Scope deleted from active systems”; complete erasure scheduled at the latest on a given date	“Erased scope”; complete erasure observed on a given date
Main statement	The data concerned were deleted from active systems; they remain in encrypted backup copies until a stated date at the latest, accessible only for incident recovery, and any restoration reapplies the recorded deletions	The data of the designated scope were deleted from active systems; the backup copies expired on their rolling cycle, on an observed date
What it does not claim	No complete erasure, no definitive deletion, no absence of any copy	No exception to the designated scope: whatever remains is listed in Part 2

No certificate uses the wording “all customer data has been permanently deleted”, “immediate and irreversible deletion” or “based on the information available”.

SECTION 03

Annotated specimen — complete certificate

EXAMPLE · ALL VALUES IN THIS SPECIMEN ARE FICTITIOUS

EXAMPLE

DATA DELETION ATTESTATION

Complete attestation — erasure of the required scope

Reference: *ATT-SUB-0000-20260407T091500Z-complete* · Issued on *2026-04-07 09:15 UTC*

English rendering of the reference document, written in French (SHA-256 *0c7e5a3b1d9f8e2c…*): only the French reference document is authoritative.

Identification

EXAMPLE

Customer	*Example Company Ltd*
Account	*SUB-0000 (00000000-0000-0000-0000-000000000000)*
Contract reference	*CTR-EXAMPLE-0001*
Hosting region	*Europe (EU)*
Reason for the operation	Archiving of the subscription, verified export then purge of the archive
Date of the triggering event	*2026-03-02*
Designated scope	Subscription *SUB-0000*: its databases in the hosting region, the archive of their export, and the subscription's secrets.

Data return

EXAMPLE

Data return package made available on	*2026-03-03 14:20 UTC*
Fingerprint of the delivered package (SHA-256)	*3f2a9c1e7b54d08a6e1f2c3b4a5d6e7f8091a2b3c4d5e6f708192a3b4c5d6e7f*
Package retrieved on (customer confirmation)	*2026-03-05 08:47 UTC*

Part 1 — Erased scope

EXAMPLE

Category	Databases of the subscription
Description	Databases of the subscription (collected data, campaigns, decisions, audit trail of the subscription, settings)
Removed from active systems on	*2026-03-02 10:14 UTC*
Execution reference	operation *1041*
Databases	*6*
Rows counted by the verification	*1,284,517*

Complete erasure observed on	*2026-04-06 10:14 UTC*
Category	Export archive
Description	Archive of the verified export of the databases, and secrets of the subscription
Removed from active systems on	*2026-04-04 09:02 UTC*
Execution reference	operation *1057*

Systems covered: databases, application and programming interfaces, hosts of the subscription, generated exports, caches and processing queues.

Part 2 — Retained data

EXAMPLE

Item	Events of the platform audit chain relating to the subscription (creation, export, purge, approvals)
Basis	Evidence of the arrangement (clause, article 4.5); security obligation (GDPR, Art. 32)
Use restriction	Read access restricted to the publisher and auditors; no data collected at the customer
Next deadline	Lifetime of the platform audit chain
Item	Contractual and accounting data (contract, orders, invoices)
Basis	Legal obligation — French Commercial Code, Art. L123-22
Use restriction	Accounting and contractual use only
Next deadline	10 years after the end of the financial year
Item	Purge decision in the deletion register
Basis	Evidence of the arrangement; names no deleted object
Use restriction	Append only; neither application reads nor erasure
Next deadline	10 years after registration
Item	This attestation
Basis	Evidence delivered to the customer
Use restriction	Append only
Next deadline	10 years after issuance

Part 3 — Technical evidence retained

EXAMPLE

These items contain no personal data and are excluded from the scope of the attestation (clause, article 7.4).

- Fingerprints of the export manifest and of the database archives, captured at export
- Purge decision entered in the deletion register before the purge
- Execution records of the export and purge operations

Statements

EXAMPLE

The data of the designated scope were deleted from active systems on *4 April 2026*.

The backup copies containing these data expired according to the rolling cycle of 35 days. Last expiry observed on *6 April 2026*.

The data of the subscription were made available to the customer on *3 March 2026*, through a time-limited download link, in a documented format (clause, articles 6.2 and 6.5); SHA-256 fingerprint of the delivered package: *3f2a9c1e7b54d08a…*.

The export and the purge were each requested by one operator and approved by a second operator.

Verification and signature

EXAMPLE

Export	operation *1041* — requested by *operator A*, approved by *operator B* (four eyes), finished on *2026-03-02 10:14 UTC*
Purge	operation *1057* — requested by *operator A*, approved by *operator C* (four eyes), finished on *2026-04-04 09:02 UTC*
Export evidence (SHA-256)	*b81d4e0c9a2f3e4d5c6b7a8091827364554637281900aabbccddeeff00112233*
Deletion register	reference of the purge decision *REG-0000-0001*
Reference document fingerprint (SHA-256)	*0c7e5a3b1d9f8e2c4a6b8d0f1e3c5a7b9d1f3e5c7a9b1d3f5e7c9a1b3d5f7e9c*
Issued by	REVIEWIT, acting as processor within the meaning of Article 28 of Regulation (EU) 2016/679

The fingerprint is that of the reference document, in French, filed in the deletion register; this PDF renders it in English, and its electronic signature is the platform seal.

Operators are identified in the certificate by their REVIEWIT internal identifier; the specimen replaces them with “operator A, B, C”. Dates in a statement are printed to the day; those in the sections, to the minute, in Coordinated Universal Time (UTC). This specimen shows the English rendering; the French reference document has the same sections.

SECTION 04 Verifying a certificate

- **Origin and integrity of the PDF.** The PDF receives the electronic seal of the REVIEWIT platform; it can be verified in any PDF reader that displays signatures. If the seal could not be applied, the delivery e-mail says so.
- **Reference document.** The printed SHA-256 hash is that of the reference document kept in the platform's deletion register; it allows the printout to be matched with the reference copy.
- **Return package.** The hash of the delivered package can be compared with that of the file the Customer received; the package manifest also gives the hash of each file.
- **Timetable.** Dates can be checked against the exit timetable: package made available no later than two business days after the end of the contract, archive erased at the end of the extraction period, complete erasure no later than sixty-five days after the end of the contract, unless the Customer asked for extended retention.
- **Questions.** Write to dpo@we-reviewit.com quoting the certificate reference.

REVIEWIT SAS · Data protection officer: dpo@we-reviewit.com · Security: security@we-reviewit.com.
Authoritative text: DPA v1.2, Annex 3 (“Retention and reversibility” clause, Article 7) and Annex 6.