

# Deletion Concept for LocalTranscript

*LocalTranscript · Documentation for IT and data protection*

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This deletion concept is addressed to the IT department and the data protection officers of your organisation and supports you in a data protection impact assessment under Art. 35 GDPR. It lists every category of locally stored data, where it is located, how long it is retained by default, how it can be deleted – and what a given deletion action does **not** remove.

Nothing in this table is transmitted to us or to third parties; every path listed is local storage or the local SQLite database on the respective workstation. The complete list of what can actually leave the device is in our network disclosure.

## 1. How to Read This Table

- **Storage location** – the file or folder within the application's own data folder (Windows: %LOCALAPPDATA%\<App-Kennung>\, macOS: ~/Library/Application Support/<App-Kennung>/, Linux: ~/.local/share/<App-Kennung>/ ) or the relevant table in the database file library.sqlite3.
- **Default retention** – what happens without any configuration. Practically everything is retained by default **until the user actively takes action** – there is no silent background deletion without the user's own involvement; every automatic deletion listed below is a deliberately activated setting.
- **Deleted by** – the mechanisms that remove the data: a specific user action, an optionally activatable **retention setting** (four day-count fields, empty = retain forever – applied at startup and then every 6 hours) or "**Delete All Data**".
- **Remark** – what an action does **not** remove, so that no one assumes a click did more than what actually happened.

## 2. The Table

| Data Category                                                                       | Storage Location            | Default Retention | Deleted By                                                                                                                            | Remark                                                                                                                                       |
|-------------------------------------------------------------------------------------|-----------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting record (title, status, timestamp, transcript preview, speaker alias, notes) | Database<br>library.sqlite3 | Forever           | Individual deletion (Library → ... → Delete) or the "Meetings" retention setting – both via the same deletion path; "Delete All Data" | Nothing remains behind – dependent records (speaker assignments, participants, AI action results, tag links) are automatically deleted along |

|                                                                              |                                                                                                                       |                                            |                                                                                                                                                              |                                                                                          |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|                                                                              |                                                                                                                       |                                            |                                                                                                                                                              | with it                                                                                  |
| Meeting audio (audio file per meeting)                                       | Data folder, subfolder per meeting                                                                                    | Forever                                    | Deleting the whole meeting removes the entire folder; the "Audio Only" retention setting removes only the audio file(s) older than N days; "Delete All Data" | Transcript and database entry are preserved if only the audio-only retention has run     |
| Transcript (raw output of speech recognition and speaker recognition)        | Data folder, subfolder per meeting                                                                                    | Forever                                    | Only by deleting the entire meeting or "Delete All Data" – the audio-only retention rule deliberately never touches the transcript                           | Meeting record and audio are preserved if neither of the two deletion paths has been run |
| Notes                                                                        | Column on the meeting record, <code>library.sqlite3</code>                                                            | Forever                                    | Deleting the meeting (notes are not a separate table); "Delete All Data"                                                                                     | –                                                                                        |
| AI action results                                                            | Database <code>library.sqlite3</code>                                                                                 | Forever                                    | Automatically upon deleting the meeting; "Delete All Data"                                                                                                   | –                                                                                        |
| Contact voiceprints (biometric, Art. 9 GDPR)                                 | Encrypted data folder plus database; OS-bound encryption (Windows user profile, macOS Keychain, Linux Secret Service) | Until the sample or the contact is removed | Delete a single voice sample (Contacts → Speaker → ...) or delete the entire contact (removes all samples); "Delete All Data"                                | After deletion, nothing references the raw feature representation anymore                |
| Dictation snippets                                                           | Database <code>library.sqlite3</code>                                                                                 | Forever                                    | Delete an individual snippet, "Clear History" (removes all at once) or the "Dictation Snippets" retention setting; "Delete All Data"                         | –                                                                                        |
| Calendar cache (titles/times of today's appointments for the recording view) | Local browser cache of the application UI (outside of any other protective measure)                                   | Overwritten on the next query              | Explicitly cleared by "Delete All Data"; otherwise silently replaced on every calendar fetch                                                                 | In both cases, never more than the last fetch remains                                    |
| iCal calendar address (contains an access token)                             | Settings file <code>app-settings.json</code> , stored encrypted since 0.6.65                                          | Until the calendar source is removed       | Clear the iCal address in settings; <b>not removed by "Delete All Data"</b> (configuration, not meeting content) –                                           | The rest of the other configuration                                                      |

|                                                                                                      |                                                                                                            |                                                                                                                                                                          |                                                                                                                                                       |                                                                                       |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                                      |                                                                                                            |                                                                                                                                                                          | delete manually                                                                                                                                       |                                                                                       |
| Pairing data and routing secrets of the mobile companion                                             | File <code>companion_state.json</code>                                                                     | Until the pairing is removed                                                                                                                                             | Unpair the device in Settings → Integrations; "Delete All Data" removes the file completely                                                           | –                                                                                     |
| Mobile companion recordings during transfer                                                          | Staging folder for incoming recordings                                                                     | Temporary – since 0.6.65 the file is <b>moved</b> to the meeting folder upon successful import (previously it was copied and the original remained in place permanently) | Automatically upon successful import; "Delete All Data" removes anything still located there (e.g. after an aborted import)                           | The copy then resides in the meeting folder and is subject to the audio rules above   |
| Markdown/Obsidian export ( <code>&lt;Titel&gt;.md</code> )                                           | Freely chosen folder <b>outside</b> the application data folder (that is the purpose of an external vault) | Forever, independent of the originating meeting                                                                                                                          | Only if the "Delete note when deleting the meeting" option is active; otherwise the application never touches the file – management is up to the user | Not reachable by "Delete All Data" (deliberately outside the application data folder) |
| Application log ( <code>local-transcript.log</code> incl. rotated archives, <code>crash.txt</code> ) | Log folder in the application data folder (archives), crash log in the application root folder             | <b>3 days</b> by default – content-scrubbed since 0.6.65: no transcript text, no contact names, no raw paths                                                             | Automatic 3-day cleanup of the active log; rotated archives and <code>crash.txt</code> are removed by "Delete All Data"                               | Log lines from the last 3 days                                                        |
| Network audit log ( <code>network-audit.jsonl</code> )                                               | Application data folder, with restricted file permissions on Unix systems since 0.6.65                     | Unlimited by default, capped at approx. 5 MiB (older portion is removed once exceeded)                                                                                   | The "Audit Logs" retention setting (time-based); "Delete All Data"                                                                                    | –                                                                                     |
| MCP audit log ( <code>mcp-audit.jsonl</code> )                                                       | Application data folder                                                                                    | Unlimited by default                                                                                                                                                     | The same "Audit Logs" retention setting also cleans up this file; "Delete All                                                                         | –                                                                                     |

|                                                                               |                                                                                        |                                                                                |                                                                                                                                                                                                                                                                  |                                                         |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|                                                                               |                                                                                        |                                                                                | Data"                                                                                                                                                                                                                                                            |                                                         |
| Consent log<br>(complete record of every recording consent)                   | Database<br>library.sqlite3                                                            | Forever – it is itself a compliance record                                     | Deliberately not affected by deletion of individual meetings (it documents past consents); however, it is removed along with the entire database when "Delete All Data" is executed; exportable as CSV/JSON on request (Settings → Privacy & Data → Consent Log) | Export beforehand if needed, before a complete deletion |
| Application cache<br>(temporary files during an ongoing recording/processing) | Temp subfolder in the application data folder                                          | Temporary – cleared at startup and again after every completed processing step | Automatic                                                                                                                                                                                                                                                        | –                                                       |
| Settings ( app– settings.json , incl. protected API/license keys)             | Application data folder, with restricted file permissions on Unix systems since 0.6.65 | Forever                                                                        | <b>Not removed by "Delete All Data"</b> (configuration, not meeting content) – edit or remove individual fields in settings                                                                                                                                      | –                                                       |

### 3. Retention Settings (Settings → Privacy & Data → Retention)

Four mutually independent, optional time fields in days. Empty/unlimited is the starting state – unless a number is set, the application deletes nothing automatically:

| Setting            | What Is Cleaned Up                                                        |
|--------------------|---------------------------------------------------------------------------|
| Meetings           | Entire meetings older than N days, via the same path as a manual deletion |
| Audio Only         | Only the audio files (transcript and database entry are preserved)        |
| Dictation Snippets | Dictation snippets older than N days                                      |
| Audit Logs         | Lines older than N days in the network audit log and the MCP audit log    |

The cleanup run happens once at application startup and then every 6 hours in the background; it is suspended while a recording is in progress or a meeting is being processed. Every run that removed something writes a summary log line (counts only – never a meeting ID or a file name).

These settings are today **configurable by the user**, but **not yet** enforceable via the administrative policy – your organisation currently cannot prevent someone from leaving all four fields empty. This is planned for a later version (see our document "Administrative policy", section "Planned

keys").

## 4. "Delete All Data" – Scope

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Settings → Privacy & Data → Your Data → "Delete All Data..." removes: the database file `library.sqlite3` (with everything it contains – meetings, transcripts, notes, AI results, dictation snippets, consent log, voiceprint metadata), all meeting audio and data folders, the voiceprint files, the staging folder for incoming companion recordings, the temp folder, both audit log files, the mobile companion's pairing file, the rotated log archives including `crash.txt`, and the UI's calendar cache.

**Not removed:** `app-settings.json` (your configuration) and anything in a Markdown vault folder (deliberately outside the application data folder, see the table row above). After deletion, we recommend restarting the application – until then, the library view held in memory still shows the previous state.

## 5. Voiceprints in Detail

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Voiceprints are a special category of personal data within the meaning of Art. 9 GDPR. This is why a separate, stricter handling applies to them:

- Capturing, updating, or matching a voiceprint requires **consent recorded per contact** – without it, the application refuses the corresponding action. There is no silent automatic capture in the background.
- The raw data is encrypted using a versioned method bound to the operating system user account (Windows user profile, macOS Keychain, Linux Secret Service).
- Deletion occurs with the individual voice sample or with the entire contact (see table above); after that, nothing references the deleted representation anymore.
- Your organisation can disable the feature entirely (administrative policy key `voiceprints: false`, see our document "Administrative policy").

## 6. Mobile Companion

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Pairing data and routing secrets reside in their own file and are removed when the device is unpaired. Since 0.6.65, incoming recordings are **moved** into the meeting folder rather than copied – so no second copy remains in the transfer staging folder. The feature is disabled by default and can be disabled via administrative policy (`companion: false`).

## 7. Calendar Cache

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Titles and times of today's appointments are held briefly in the UI's local cache for the recording view – outside of the application's other protective measures, because it is a plain browser cache. It is automatically replaced on every new calendar fetch and explicitly cleared by "Delete All Data".

## 8. What an Uninstall Leaves Behind

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The uninstaller (Windows installer or the macOS application folder) removes the application itself – the program files. As is customary for most Windows and macOS applications, however, your actual data is **not** located in the program folder but in your personal user profile, and is **not automatically removed** by an uninstall. This is intentional: an accidental uninstall should not irretrievably destroy meeting data.

For a complete removal we recommend two approaches:

1. **Before uninstalling:** Run "Delete All Data" in the application (see Section 4) and then uninstall. Note that `app-settings.json` and an external Markdown vault are not deleted along with it (see there).
2. **After uninstalling:** Manually remove the application's own data folder:
  - Windows: `%LOCALAPPDATA%\com.localtranscript\`
  - macOS: `~/Library/Application Support/com.localtranscript/`
  - Linux: `~/.local/share/com.localtranscript/`

Individually branded editions use their own identifier there instead of `com.localtranscript`.

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