DATA MIGRATION PROTOCOL

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

Classification: Confidential

1. PURPOSE AND SCOPE

1. This Data Migration Protocol ("Protocol") establishes the standard procedures and requirements for all data migration activities conducted by Summit Digital Solutions, Inc. ("Company") in connection with its Peak Performance Platform and related digital transformation services.

2. This Protocol applies to all employees, contractors, and third-party service providers involved in data migration activities for Company clients.

2. DEFINITIONS

1. "Data Migration" means the process of transferring data between storage types, formats, or systems.

2. "Source System" means the original location or system from which data is being transferred.

3. "Target System" means the destination location or system to which data is being transferred.

4. "Migration Team" means the designated Company personnel responsible for executing the data migration process.

5. "Client Data" means any information, materials, or data provided by or belonging to Company clients.

3. PRE-MIGRATION REQUIREMENTS

1. Risk Assessment

- Conduct comprehensive risk assessment of source and target systems

- Document potential data loss scenarios and mitigation strategies

- Evaluate regulatory compliance requirements

- Assess business impact of migration timeline

2. Data Inventory

- Complete full inventory of data to be migrated

- Classify data according to sensitivity levels

- Document data dependencies and relationships

- Identify data quality issues requiring remediation

3. Technical Assessment

- Verify source and target system compatibility

- Document system specifications and requirements

- Assess network capacity and infrastructure requirements

- Evaluate security protocols and encryption needs

4. MIGRATION PROCEDURES

1. Planning Phase

- Develop detailed migration project plan

- Establish timeline and milestones

- Assign roles and responsibilities

- Create communication protocol

- Document rollback procedures

2. Testing Requirements

- Conduct minimum of three test migrations

- Verify data integrity and completeness

- Test system performance under load

- Validate all automated scripts and tools

- Document test results and issues

3. Execution Protocol

- Implement change freeze period

- Create backup of source system

- Execute migration according to project plan

- Monitor system performance metrics

- Document all actions and decisions

- Maintain audit trail of migration activities

5. SECURITY REQUIREMENTS

1. Data Protection

- Encrypt data during transfer using AES-256 encryption

- Maintain chain of custody documentation

- Implement access controls and authentication

- Monitor for unauthorized access attempts

2. Compliance

- Adhere to all applicable regulatory requirements

- Maintain compliance with ISO 27001 standards

- Document all security measures implemented

- Conduct security audit of migration process

6. QUALITY CONTROL

1. Validation Requirements

- Verify data completeness and accuracy

- Conduct automated integrity checks

- Perform manual sampling and verification

- Document all validation results

2. Performance Metrics

- Monitor system response times

- Track data transfer rates

- Measure error rates and failures

- Document performance statistics

7. POST-MIGRATION PROCEDURES

1. Verification

- Conduct full system functionality testing

- Verify all data relationships maintained

- Confirm all integrations operational

- Document verification results

2. Documentation

- Update system documentation

- Archive migration logs and reports

- Document lessons learned

- Prepare final migration report

8. GOVERNANCE AND OVERSIGHT

1. The Chief Technology Officer shall have primary oversight responsibility for this Protocol.

2. This Protocol shall be reviewed annually and updated as necessary to reflect changes in technology, business requirements, or regulatory obligations.

9. COMPLIANCE AND ENFORCEMENT

1. Compliance with this Protocol is mandatory for all Company personnel involved in data migration activities.

2. Violations of this Protocol may result in disciplinary action up to and including termination of employment or service agreements.

10. AMENDMENTS AND MODIFICATIONS

This Protocol may be amended or modified only by written instrument approved by the Company's Executive Leadership Team.

APPROVAL AND EXECUTION

IN WITNESS WHEREOF, this Protocol has been approved and adopted as of the Effective Date first written above.

SUMMIT DIGITAL SOLUTIONS, INC.

By:

Name: Michael Chang

Title: Chief Technology Officer

Date: