

Track policy versions

Use effective dates, review dates and change notices to determine which public policy applies.

Task: Use the track policy versions process consistently and retain the right evidence.

Audience: Customers, auditors and legal reviewers

Owner: Obedience Governance

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Purpose and scope

Use effective dates, review dates and change notices to determine which public policy applies.

Use this guide as orientation, then rely on the signed agreement, current policy or named support response where those sources set a more specific obligation.

Prepare the right information

- Policy title and visible version.
- Relevant event or contract date.
- Any superseding notice or agreement.

Follow the controlled process

1. Frame the need

State the desired outcome, affected product and accountable contact. For track policy versions, avoid assumptions that have not been confirmed in writing.

2. Review and decide

Use the current governed source, record material questions and obtain approval from the person who owns the decision.

3. Retain evidence

Keep the final reference, date, decision and any follow-up action together so a later reviewer can reconstruct what happened.

Expected record

- The applicable policy version.
- A retained source and date.
- A request for clarification where precedence is unclear.

Keep in mind

Search snippets and cached third-party copies are not controlled policy sources.

Security and disclosure boundary

- Never send passwords, authentication codes, private keys or recovery codes to Obedience staff.
- Share the minimum customer, project and commercial information needed for the stated purpose.
- Public documentation explains controls and responsibilities without publishing exploitable topology, credentials or confidential implementation detail.