Data Safety, Privacy, Backup, and External-Effects Reference

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Overview

This guide will help you classify a Muhasib action by data risk and apply the required safeguard before proceeding.

The action is performed with proportionate safeguards and recoverable evidence.

> **i Note**
> Static reference. Deployment policies and legal requirements must be applied.

Who can do this

You need access to Reading is general; every consequential action requires its specific role and business authority.

Before you start

Identify affected records/people/systems, reversibility, external effect, financial/stock/legal consequence, backup, test environment, approval, and audit evidence.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Use the relevant source workflow and its inquiry/report verification path.

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Step 1: Prefer read-only inspection first

Step 2: Verify exact company, target IDs, scope, and environment

Step 3: Back up and test on an isolated database for high-risk/bulk changes

Step 4: Protect credentials and minimize personal/commercial data in output

Step 5: Submit external actions once and retain IDs/responses

Step 6: Correct through update/reversal/inactive workflows rather than deletion

Step 7: Verify downstream effects

Check your work

Only intended records/systems changed, backups/evidence exist, and all source/subledger/external results compare and confirm.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Stop when target, scope, environment, or consequence is uncertain.
- Rotate credentials immediately if exposed.

Related guides

- Prepare a Safe Integration Environment
- Create and Verify a Manual Database Backup
- Correct Data without Deleting History

What to do next

> **Prepare a Safe Integration Environment**.

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