

Keep privacy and terms updates tracked

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Legal pages rot while products and vendors change.

Suggested stack

Versioned markdown/HTML + calendar review. Primary tools: Notion, GitHub, Calendar.

Do this

1. Store privacy/terms in git or a dated Drive folder.
2. Changelog: date, what changed, why.
3. Annual calendar review or when adding a new vendor/processor.
4. Link policies from checkout, signup, and footer consistently.

Operator tip

When you add analytics or AI vendors, update disclosures the same week.

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