

# FOIA Shield – Security & Operations Addendum

This Security & Operations Addendum supplements the FOIA Shield Data & Information Documentation. It provides detailed operational, security, and governance information for reviewers, auditors, site administrators, and institutional stakeholders.

## 1. System Data Flow

FOIA Shield follows a simple and auditable data flow. User input is entered in the browser, processed by WordPress at the time of submission, and optionally transmitted via email. The plugin does not introduce intermediate storage layers, background jobs, or queues.

- Browser → WordPress form handler
- Optional: WordPress → Email recipient via `wp_mail()`
- No persistent storage of request content by default

## 2. Failure & Error Handling

If email delivery fails, FOIA Shield does not retry or queue the message. The draft remains visible to the user for copying or manual sending. The plugin does not log request content or error payloads.

## 3. Administrator Access & Trust Model

Site administrators can configure templates, email sender identity, and optional AI features. Administrators do not have access to user-submitted draft content unless the site is explicitly modified to store submissions.

## 4. Dependencies & Third-Party Services

- WordPress core APIs only (no bundled third-party libraries)
- Optional SMTP plugins for reliable email delivery
- Optional AI service provider if explicitly enabled by administrator

## 5. Hosting Environment Responsibilities

FOIA Shield operates within the hosting environment provided by the site owner. Server-level logs, email routing, TLS configuration, and infrastructure security are the responsibility of the hosting provider and site administrator.

## 6. Security Practices

- WordPress nonces used for form submissions
- Input sanitization and output escaping

- No file uploads or executable content
- No custom authentication or authorization layers

## **7. User Rights & Control**

Users retain full control over what information they submit. They may draft requests without sending them, edit all content freely, or copy text for manual submission outside the plugin.

## **8. Version Scope & Change Management**

This addendum applies to FOIA Shield versions 1.1.x. If future versions introduce new data handling behavior, storage, or automation, this document should be updated accordingly.