



Confidentiality Acknowledgement

Applicable to: AKTI Board of Regents, Advisory Members, members of any committee and others who have access to information entrusted to or maintained by AKTI.

Definitions:

Information entrusted to or maintained by AKTI Any piece of information either provided to the AKTI regarding any person or business, or created as a result of an AKTI activity, regardless of the form of that data - digital or hard copy.

The American Knife & Tool Institute is entrusted with or maintains information about its current, former and prospective members, contractors, affiliates and advocacy partners, as well as information concerning AKTI's legislative activities and other nonprofit programs. A subset of that information is considered confidential or sensitive, either protected by law, contract and/or non-disclosure agreements, or where its exposure could result in the AKTI incurring financial, reputational, or strategic loss.

To properly safeguard such information, AKTI policy restricts information access to those having a legitimate need, and requires all who have access to such information acknowledge that:

- Information entrusted to or maintained by AKTI will be accessed for legitimate AKTI business reasons only and on an as-needed basis.
- Information entrusted to or maintained by AKTI will not be disclosed to any individual, group, organization, and/or office beyond the boundaries of the "need to know" in order to accomplish legitimate AKTI business.
- A deliberate breach of the above stated confidentiality requirements would be considered a serious infraction of AKTI rules.

Therefore, before having been given access to such AKTI information, each individual must sign and date the following confidentiality statement:

- *I understand that my access to confidential or sensitive information entrusted to or maintained by AKTI is approved solely in conjunction with my role in the organization and not for any other reason, particularly not for my personal benefit or for the benefit of others.*
- *I agree that I will take appropriate measures to preserve the confidentiality of this information and not divulge the contents of this information (including any record, report, legislative strategy or proposed legislative effort) to any person except in the performance of my role on any committee or volunteering for the AKTI.*
- *I agree not to share my password(s) with any other person and that I am responsible for any activity carried out under my name.*
- *I understand that if I do not comply, I will be subject to reprimand up to and including termination of involvement and/or membership..*

Signed: _____

Date: _____

Print your name: _____

Print company name: _____