



INTERNAL USERS' DATA DISCLOSURE STATEMENT

ACDI ENHANCED WEB APPLICATION

At ACDI Multipurpose Cooperative, safeguarding the confidentiality and integrity of data entrusted to the Cooperative is paramount. As an internal user of ACDI web application, you are expected to adhere to the following guidelines regarding data disclosure:

1. Confidentiality Commitment:

- You agree to treat all information accessed through the ACDI web application with utmost confidentiality.
- Information should only be disclosed to authorized individuals, account holders or entities as required for legitimate ACDI internal purposes.

2. Scope of Data Disclosure:

- Data accessible through the ACDI web application includes but is not limited to member information, financial records, and other personal data.
- Disclosure of this data must comply with relevant privacy laws and ACDI existing safety and security policies.

3. Authorized Access Only:

- You acknowledge that access to sensitive or confidential data is granted based on your role and responsibilities within ACDI.
- Unauthorized access or disclosure of data is strictly prohibited and may result in disciplinary action.

4. Data Sharing Practices:

- When sharing data internally or externally, ensure it is done securely using approved communication channels.
- Obtain necessary approvals or permissions before disclosing data beyond the intended recipients.

5. Monitoring and Accountability:

- ACDI reserves the right to monitor access and activities related to data disclosure to maintain security and compliance.
- Any breach or suspected breach of this policy should be reported immediately to the designated authority.

6. Compliance and Governance:

- Adherence to this data disclosure statement is mandatory for all internal users of the ACDI web application.

- Compliance with legal requirements and industry standards governing data privacy and security is expected.

By accessing the ACDI web application, you acknowledge your responsibility to uphold these principles and contribute to maintaining the trust and security of the data we manage. Failure to comply may result in disciplinary action, including termination of access and legal consequences as per applicable laws.

Date: _____

Signature: _____

(Name of User): _____

(Position/Role): _____

This statement reaffirms our commitment to protecting sensitive information and ensuring responsible data disclosure practices within ACDI.