**Accenture Client Data Protection**

**Employee and Individual Contractor to Accenture Roll-Off Checklist**

To be completed by employees and individual contractors to Accenture prior to rolling off the account

All personnel and individual contractors to Accenture must comply with all items below when rolling off a project.

With respect to my work on Facebook, I confirm that I have, as of the date below, reviewed all documents, computer hardware, media, backup, and storage locations under my control, and have deleted, or destroyed all Client Data (including Business Data, Personal Data, and client-owned Intellectual Property) in accordance with CDP guidance. I understand that client data includes, but is not limited to, deliverables, work products, and job aids that may have been used for client delivery. I have taken this action for all Client Data in my control, including:

* Personal Data— any information that identifies or can be used to identify, contact or locate an individual, and any other information about that individual that is linked to such identifying

information

* Business Data—non-personal business information that is considered confidential by the client, including project deliverables
* Intellectual Property (IP)—e.g., copyrighted, trademarked, or other protected materials, processes, designs, or trade secrets owned or licensed by the client I have complied with the following specific Accenture Policies where locally applicable, as well as any additional client instructions or policies:
* [51—Use and Distribution of Packaged Knowledge](https://policies.accenture.com/Pages/0001-0100/0051.aspx)
* [53—External Personnel Access to Company Systems](https://policies.accenture.com/policy/0053)
* [56—System Security](https://policies.accenture.com/policy/0056)
* [57—Acceptable Use of Information, Devices, and Technology](https://policies.accenture.com/policy/0057)
* [69—Confidentiality](https://policies.accenture.com/policy/0069)
* [91—Intellectual Property](https://policies.accenture.com/Pages/0001-0100/0091.aspx)
* [123—Business Records and Information Management](https://policies.accenture.com/policy/0123)
* [1253—Internal Distribution of Company Confidential and "Material Non-Public" Information](https://policies.accenture.com/policy/1253)
* [1431—Data Management](https://policies.accenture.com/policy/1431)
* [1479—Weapons-Free Work Environment](https://policies.accenture.com/policy/1479_C51)

I will not post any project documentation or deliverables to the Accenture Knowledge Exchange (KX) or any other shared document repository unless such posting was approved according to client team guidelines and the documents were cleaned of all Client Data, and the posting was approved by Account Information Security Lead or delegate.

By entering my name below, I acknowledge that I have read this document, understand its requirements and confirm that I will make my best efforts to comply with these rules.

**Note:** Please fill up all the required fields below:

Signature: \_\_\_\_\_\_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_

Carl John Allen R. Merano

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accenture, Inc.

Company: \_\_\_\_\_\_\_ \_

\_ \_ \_ \_ \_ \_ \_ \_ \_

\_ \_ \_

Title: \_\_\_\_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Trust & Safety New Associate

Date (MM/DD/YY): \_\_\_\_\_\_

05/19/2023

\_ \_ \_ \_ \_ \_ \_

\_ \_ \_ \_ \_

ACCENTURE CONFIDENTIAL

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# FACEBOOK AND SERVICE PROVIDER CONFIDENTIAL

**Mutual Non-Disclosure Agreement between Accenture and Facebook**

# NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

## Recipients shall:

* 1. hold confidential information in the same manner it protects the confidentiality of its own similar confidential information, and in no event less than a reasonable standard of care, and take reasonable precautions to protect such confidential information (including, without limitation, all precautions Recipient employs with respect to its own confidential information);

## not divulge any confidential information to any third party (other than to employees or contractors and Affiliate employees or Affiliate contractors as set forth in section 1. (c) below); and

* 1. not copy or reverse engineer any materials disclosed under this agreement or remove any proprietary markings from any confidential information. Any employee or contractor (including Affiliate employees or Affiliate contractors) given access to any confidential information must have a legitimate “need to know” and Recipient shall remain responsible for each such person’s compliance with the terms of this agreement.

# ACCENTURE PERSONNEL NON-DISCLOSURE ACKNOWLEDGMENT AND CONSENT

## You hereby acknowledge to Accenture that you have read and understand this mutual non-disclosure of confidential information, and consent to follow such obligations as it relates to Accenture’s engagement with Facebook.

**Note:** Please fill up all the required fields below:

Signature: \_\_\_\_\_\_\_ \_

Carl John Allen R. Merano

\_ \_ \_ \_ \_ \_ \_ \_ \_

\_ \_ \_ \_\_

Printed Name:\_\_\_\_\_\_\_ \_ \_ \_ \_ \_ \_ \_ \_

Accenture, Inc.

\_ \_ \_

\_ \_\_

Company: \_\_\_\_\_\_\_ \_

Trust & Safety New Associate

\_ \_ \_ \_ \_ \_ \_ \_ \_

\_ \_ \_

Title: \_\_\_\_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

05/19/2023

Date (MM/DD/YY): \_\_\_\_\_\_

\_ \_ \_ \_ \_ \_ \_

\_ \_ \_ \_ \_

ACCENTURE CONFIDENTIAL

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