

# **Amplify AI Portal Data Disclosure Agreement - draft**

## **Introduction**

Welcome to Amplify, the AI portal designed to empower the Vanderbilt community with cutting-edge artificial intelligence capabilities. Amplify, leveraging the various opensource LLMs, aims to enhance your academic and administrative experience by providing intelligent responses to your prompt. Before you embark on this journey with Amplify, it is imperative that you understand and agree to our Data Disclosure Agreement outlined below.

## **Agreement to Terms**

By accessing and using Amplify, you acknowledge that you have read, understood, and agreed to be bound by the terms of this Data Disclosure Agreement. If you do not agree with these terms, you must not use or access Amplify.

## **Data Classification and Access**

Data Classification: Our institution classifies data into [four levels](#), with Level 1 being publicly accessible data and Level 4 being the most restricted and sensitive data. Amplify is authorized to access and process up to Level 3 data.

Level 3 Data: Includes confidential and proprietary information that, if disclosed, could harm the institution or individuals. Examples include personal information that is highly sensitive, internal communications, and certain types of research data.

Prohibited Data: Amplify is strictly prohibited from accessing Level 4 data, which includes highly sensitive personal information, financial accounts, health records, and other data protected by law or policy.

## **User Responsibilities**

Data Sensitivity Awareness: Users must be aware of the sensitivity of the information they are inputting into Amplify. It is your responsibility to ensure that no Level 4 data is submitted to Amplify.

Compliance: Users must comply with all applicable laws, regulations, and [institutional policies](#) regarding data privacy and protection.

Security: Users should maintain the confidentiality of their Amplify access credentials and must not share their account with others.

### **Institutional Use Only**

Amplify is intended for institutional use only. Users are prohibited from using Amplify for commercial purposes, personal gain, or any purpose that violates institutional policies or laws.

### **Data Storage and Privacy**

Data Storage: Inputs to Amplify may be logged for the purpose of improving the AI model and for administrative oversight. However, data storage is subject to stringent data protection measures to safeguard your information.

Privacy: The institution is committed to protect your privacy. We implement a range of security measures to ensure the confidentiality and integrity of your data. However, users should be aware that no method of transmission over the Internet or method of electronic storage is completely secure.

### **Amendment**

Vanderbilt University reserves the right to amend this Data Disclosure Agreement at any time. Users will be notified of any changes, and continued use of Amplify after such changes constitutes acceptance of the new terms.

### **Agreement**

By using Amplify, you acknowledge that you have read and understood this Data Disclosure Agreement and agree to its terms. You also acknowledge your responsibility to use Amplify in a manner that respects the data access guidelines and protects the privacy and security of VU data.

### **Signature**

Please sign below to indicate your agreement to the terms outlined in this Data Disclosure Agreement.

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

Department: \_\_\_\_\_

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

Date: \_\_\_\_\_