



## ACKNOWLEDGEMENT

### Internal Data Policy

I am aware of and have read the Frameworks Pictures Internal Data Policy located at <https://docs.frameworkspictures.org/policies/internalDataPolicy/08142025.pdf>. I understand that if I have questions, at any time, regarding my responsibilities under the Internal Data Policy, I should consult with my immediate supervisor or unit administrator.

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

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

Department/Project Name: \_\_\_\_\_

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

This form is for all individuals who have assigned duties and responsibilities that involve the handling of the data and records, held in any form or medium, for the administration, operation, or governance of the organization.

This form should be filled out and signed, at least once, by each individual when they are first given roles requiring access to internal data. The original signed form should be kept on file by that individual's Major Administrative Unit security offices. A new form should be filled out and signed when an individual had a change in unit or has a legal name change.

Updated August 2025