Crest AI

Winnie Mandela Drive, Sloane St, Bryanston
Sandton, 2197, South Africa

30th May , 2025

CREST AI DATA AND GITHUB USAGE PROTOCOL

For Interns and Collaborators

Effective Date: 30th May 2025
Issued by: Crest AI
Applies to: All Interns, Researchers, and Collaborators

I. PURPOSE

This protocol outlines the standards and responsibilities for handling data and using GitHub repositories within Crest AI projects. Its goal is to safeguard data integrity, protect intellectual property, and ensure professional collaboration practices.

II. DATA HANDLING PROTOCOL

A. Data Access and Storage

1. Authorized Access Only: Interns may access datasets strictly provided or authorized by Crest AI.
2. Storage Restrictions: All data must be stored only in approved environments (e.g., Google Drive, GitHub private repos, AWS buckets, etc.) and never on personal or public cloud accounts.
3. Data Encryption: Any offline data must be encrypted using industry-standard tools (e.g., VeraCrypt, BitLocker).

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B. Data Usage

1. No Reuse or Redistribution: Data cannot be shared, repurposed, or published without written consent from Crest AI.
2. Labeling and Attribution: All datasets must retain original filenames and licenses. Proper attribution must be maintained in notebooks or reports.
3. No External Uploads: Uploading any dataset or part of it to third-party platforms (e.g., Kaggle, public GitHub repos) is strictly prohibited.

C. Anonymity and Privacy

1. PII Caution: If working with personally identifiable information (PII), interns must follow anonymization protocols and delete data post-analysis if instructed.
2. Reporting Breaches:Any accidental data exposure must be reported within 24 hours to the Crest AI supervisor or project lead.

III. GITHUB COLLABORATION PROTOCOL

A. Repository Access

1. Private Repositories Only: All Crest AI project code must be pushed to private GitHub repositories.
2. Username Submission: Interns must provide their GitHub username before access is granted.
3. Access Levels: Interns will be given Contributor access. Admin privileges remain with project maintainers.

B. Branching and Commits

1. Branching Strategy: Use feature branches for development (`feature/your-task`) and submit Pull Requests (PRs) to `main` or `dev`.
2. Commit Standards:

   * Descriptive commit messages (e.g., `feat: add evaluation metric to model script`)

Avoid pushing large data or model files to the repo
Use `.gitignore` for logs, datasets, and environment files

C. Code Review and Merging

1. Pull Request Workflow: All PRs must be reviewed by a project supervisor or mentor before merging.
2. Approval Requirement: At least one approving review is required before merging to the main branch.
3. No Direct Push: Pushing directly to `main` is prohibited unless explicitly authorized.

D. Model Files and Artifacts

1. Storage: Models should be saved using Git LFS or uploaded to secure file stores like Hugging Face model hubs (private) or Google Drive.
2. Version Control: Maintain changelogs or version notes in `README.md` or a dedicated `CHANGELOG.md`.

IV. COMMUNICATION AND REPORTING

1. Task Documentation: All tasks must be documented clearly via GitHub Issues, README files, or designated shared documents.
2. Reporting: When submitting weekly or final reports, interns must focus on specific tasks and not disclose proprietary algorithms or business logic . Reports should describe:

Technologies used
Problems solved
Skills gained
Outcomes achieved (without sensitive implementation details)
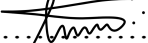
V. BREACH AND TERMINATION

Violation of this protocol will result in:

Immediate revocation of data and repo access
Review of internship continuation
Legal or disciplinary measures where applicable (including under the NDA/Intellectual Property Agreement)

VI. SIGNATURE

I have read, understood, and agree to comply with the Crest AI Data and GitHub Usage Protocol.

RECIPIENT (Intern):
Signature: …………………………………………..
Name: …………… Bantrobusa kazibwe FZ ………………
Address: …… Olympia Hostel Kikoni ……………………
Email: …………… francis.b.kaz@gmail.com …………
Phone: …… 0702857151 …………………………_
Date: …… 5/30/2025 …………………………….