



REVIEW GUIDANCE FOR SUPPLEMENTAL CONFIDENTIALITY ACKNOWLEDGEMENT (SCA)

Use this guidance before issuing or accepting a SCA.

Review Focus

- Confirm the source obligation is binding on Alescent or has been consciously accepted by Alescent.
- Confirm the customer, scope, information, purpose, systems, dates, and authorized access route are specific.
- Confirm the SCA is issued only to Team Members requiring the identified access and remains distinguishable from any other concurrently applicable SCA.
- Translate source language into clear operational requirements without weakening it or exposing restricted source material.
- Confirm each flowed-down obligation is relevant, proportionate, and capable of performance by the Team Member.
- Identify requirements for identical terms or direct execution; do not assume a no-less-protective baseline satisfies them.
- Confirm digital-copy, backup, archive, retention, destruction, and incident-notification rules are technically achievable.
- Confirm the SCA does not silently change commercial risk allocation outside confidentiality and access.
- Record acceptance before granting access and retain evidence suitable for customer, auditor, or regulator review.

Value Realization Lens

The SCA makes externally imposed constraints visible, attributable, accepted, and auditable before work begins, reducing surprise and protecting both delivery value and customer trust.