DATA CONFIDENTIALITY CERTIFICATE

AI Readiness & Architecture Baseline

Issued by Earley Information Science | Effective Date: March 2026

EIS Commitment

The information you share in the AI Readiness & Architecture Baseline is held in strict confidence. It is used exclusively to generate your organization's AI readiness analysis and for no other purpose. EIS does not sell, license, share, or otherwise disclose your responses to any party outside of Earley Information Science.

1. Purpose of This Certificate

This Data Confidentiality Certificate explains exactly how Earley Information Science (EIS) collects, uses, protects, and retains the information you provide through the AI Readiness & Architecture Baseline. We publish this certificate so that prospective participants, their legal and compliance teams, and their information security officers can review our commitments in detail before sharing any organizational information with us.

EIS is a leading information architecture and AI readiness consultancy. The AI Readiness & Architecture Baseline is a proprietary diagnostic instrument designed to help organizations assess their readiness to deploy and scale AI initiatives. Participation is entirely voluntary.

2. What Information We Collect

The AI Readiness & Architecture Baseline collects the following categories of information:

- Organizational profile data, including: industry or sector; global employee count; approximate annual revenue (optional); organization name (optional, used only to generate team comparison reports when multiple colleagues complete the assessment); and primary headquarters geography (optional).
- Qualitative and quantitative responses to questions across the four AI readiness domains: Knowledge Readiness, Operational Readiness, Technical Readiness, and Governance Readiness.
- Respondent profile data, including: seniority level; primary area of responsibility; department or business unit; and current involvement with AI initiatives. These

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fields are used to benchmark your results against peers at similar seniority levels and functional roles.

We do not collect personally identifiable information beyond what you voluntarily provide. Organization names, where provided, are stored separately and linked to responses only by an anonymized identifier; they are never surfaced in benchmark outputs or shared with other organizations. We do not access, integrate with, or ingest any of your organization's internal systems, documents, or data as part of the AI Readiness & Architecture Baseline.

3. How We Use Your Information

EIS uses your survey responses for one purpose only: to generate and deliver your organization's AI Readiness analysis. Specifically, your responses are used to:

1. Score your organization across the four AI readiness domains.
2. Identify gaps, strengths, and prioritized recommendations.
3. Produce your personalized AI Readiness report and roadmap.
4. Support follow-on consulting conversations, if you choose to engage further with EIS.

We do not use your responses for marketing profiling, advertising, lead generation on behalf of third parties, or any commercial purpose beyond your direct engagement with EIS.

4. What We Will Never Do

EIS makes the following unconditional commitments regarding your data:

- We will not sell, rent, license, or transfer your responses to any third party.
- We will not share your responses with other EIS clients or use them to benchmark your organization against peers in any identifiable form.
- We will not publish, cite, or reference your organization's responses in any EIS research, marketing material, or public communication without your explicit written consent.
- We will not use your contact information to send unsolicited marketing communications beyond the delivery of your analysis and any follow-up you request.

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- We will not combine your survey responses with data acquired from third-party data brokers or public sources in a way that could re-identify your organization without consent.

5. Who Has Access to Your Data

Access to your survey responses is restricted to:

- EIS consultants and analysts directly assigned to the delivery of your AI Readiness analysis.
- EIS technology and platform staff responsible for operating the systems that process and store your responses, under strict internal confidentiality obligations.

All EIS employees and contractors with access to client information are subject to written confidentiality obligations as a condition of their engagement with EIS. These obligations survive the termination of their engagement with EIS.

6. Data Security

EIS implements administrative, technical, and physical safeguards appropriate to the sensitivity of the information we hold. These measures include:

- Encrypted transmission of survey responses over HTTPS.
- Access controls limiting data access to authorized personnel only.
- Regular review of data handling practices to align with industry security standards.

If you have specific security requirements or would like to discuss our security practices in detail, please contact us at privacy@earley.com.

7. Data Retention

EIS retains your survey responses for the period necessary to deliver your analysis and support any follow-on engagement you have authorized. Upon request, EIS will delete your organization's survey responses from our systems within 30 days. Requests for deletion may be submitted to privacy@earley.com.

8. NDA Option

EIS recognizes that many Fortune 1000 organizations require a formal Non-Disclosure Agreement before sharing internal information with any external party, and we welcome that request.

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If your organization requires a signed NDA before completing the AI Readiness & Architecture Baseline, please contact us before beginning the survey. We will prepare a mutual NDA promptly and, in most cases, return a countersigned copy within one business day.

To request an NDA:

Email: privacy@earley.com

Phone: + 1-781-812-5551

Reference: AI Readiness & Architecture Baseline NDA Request

9. Changes to This Certificate

EIS may update this certificate from time to time to reflect changes in our practices or applicable law. The effective date at the top of this document reflects the date of the most recent revision. We encourage participants to review this certificate periodically.

10. Questions and Contact

If you have questions about this certificate, our data handling practices, or your rights regarding information you have submitted, please contact:

Privacy Contact	Earley Information Science
Email	privacy@earley.com
Phone	+1-781-812-5551
Website	earley.com/ai-readiness-pledge
Mailing Address	Earley Information Science Attn: Privacy Officer One Mifflin Place, Suite 400 Cambridge, MA 02138

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Earley Information Science is committed to earning and maintaining the trust of every organization we work with. This certificate reflects that commitment.

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