



Privacy, Confidentiality, and AI Usage Policy

How We Use Your Information

We understand that you may share sensitive information about your organization, programs, staff, participants, or communities during your Strategic Alignment Session.

McNeil Creative Enterprises will use the information you provide only to:

- Prepare for your session
- Deliver the session
- Document key insights and next steps
- Prepare your follow-up summary
- Administer and improve the service

Please avoid sharing personal, medical, financial, or other highly sensitive information unless it is essential to the support you are seeking. When submitting documents, remove or obscure confidential details that your consultant does not need to review.



AI-Assisted Note-Taking

With your consent, MCE may use Fathom or Calendly's AI-assisted notetaker during your session.

The tool may be used to:

- Capture a transcript
- Generate draft session notes
- Support preparation of your follow-up summary

Audio and video recordings will not be retained.

Your consultant will review and edit any AI-generated notes before they are used or shared. AI-generated notes will not be treated as a final or authoritative record without human review. You may decline AI-assisted note-taking without affecting your ability to participate in the session. If you decline, your consultant may take notes manually.

Storage and Access

Your intake responses, submitted materials, session notes, and follow-up summary will be accessible only to authorized MCE team members and your assigned consultant as needed to provide and administer the service. Information will be stored using MCE-approved systems and



retained for up to three years, after which it will be securely deleted unless a longer period is required for legal, financial, or contractual purposes.

Confidentiality

MCE will not sell your information or use it for advertising. Information from your session will not be shared publicly, used in a case study, or attributed to you or your organization without your permission.

Access, Corrections, and Deletion

You may contact MCE to request access to your session information, correction of inaccurate information, or deletion of your session notes, transcript, or related materials

Requests may be submitted to info@mcearts.com.