



<b>Section:</b>	5. NTEP
<b>Subpart:</b>	5.1. Administration
<b>Policy No.:</b>	5.1.1.
<b>Title:</b>	Confidentiality of Information
<b>Effective:</b>	May 2009
<b>Revised:</b>	N/A

## Confidentiality of Information

**Purpose:** Establish protocol for the release of any information regarding applications to NTEP.

**Background:** NTEP Administrative Policy states:

### H.5. Safeguarding Proprietary Information

In the course of the process, NTEP (and Participating Laboratories) often becomes privy to proprietary information related to the device, manufacturing techniques, etc. This information is the property of the applicant. NTEP is the custodian of the information. The NCWM, Participating Laboratories and NTEP evaluators are bound to protect this information and must limit access to it, and to data developed during the NTEP process, to properly authorized organizations or individuals (e.g. only the applicant).

Some jurisdictions have become accustomed to contacting NTEP to obtain Control Numbers as verification that manufacturers have submitted application to NTEP for equipment found in commerce in the jurisdiction. NTEP established a practice of sharing information regarding control numbers and related models so that the jurisdictions could exercise the option of "temporary approval" pending the outcome of the evaluation.

A manufacturer has pointed out that it may be very detrimental for this small amount of information to be public knowledge. It may be just as harmful to say a manufacturer has no applications at this time as it could be to provide details of an ongoing evaluation.

Because of the sensitivity of information surrounding applications to NTEP, the following strict policy is established.

### Policy:

1. No information shall be given over the phone, except to the person who is listed as the contact person on the application.
2. If a regulatory official needs to know whether application has been made, we will obtain written permission from the applicant before any information is released.
3. All inquiries from industry will be directed to contact the company in question.