CII Benchmarking & Metrics Confidentiality Policy and Procedures

This document consolidates CII policy and procedures that have been developed over the years by the CII Benchmarking & Metrics (BM&M) Committee to address access, use, and publication of data submitted to CII for benchmarking. Company data submitted to CII for benchmarking are considered “Company Confidential” and provisions documented herein are provided to minimize the risk of data compromise. Data submitted to CII will be used to support CII benchmarking, research, and related academic activities in accordance with the access, use and publication procedures provided below. These guidelines are further documented through various CII publications and on the CII Benchmarking website – Project Assessment System.

- Access to the CII benchmarking database:
  - Access to confidential benchmarking data is limited to essential CII staff and graduate research assistants working for the staff. All personnel having access to confidential data will sign a confidentiality agreement provided by CII acknowledging the confidential nature of the data and agreeing to comply with guidelines established by the CII BM&M Committee and included herein.

  - Access to CII benchmarking data may be granted to benchmarking teams working under the supervision of the BM&M Committee and to research teams sponsored by CII. When such access is granted the following procedures will be followed: 1) confidential company and project identifiers will be stripped from data sets before release to research teams, 2) only the minimum subset of data essential to support the research will be released, 3) everyone to be granted access to the data will execute a CII provided confidentiality agreement before receiving access, 4) upon completion of the research, the data to include all copies, will be destroyed and a certificate of destruction will be provided to the CII Associate Director for Benchmarking; a master copy of any derivatives, however, will be returned to CII to be archived, and all other copies containing company identifiers will be destroyed. 5) teams using CII benchmarking data will publish only aggregated data as detailed below and a courtesy draft will be provided for comment to the CII Associate Director for Benchmarking prior to publication.

- Use of individual project and company data: Reports and data files containing only individual project data and/or individual company data are considered confidential and will not be published by CII or used to support research activities, conferences or other such gatherings without the expressed permission of the CII Board representative from the company.
Publication of reports, conference proceedings and presentations:

- Reports, presentations, and proceedings containing statistical summaries of aggregated project and company data will be used to establish norms for performance and practice use and to establish the value expected from the use of best practices.

- To protect the confidentiality of companies submitting data, all data published and/or presented must reflect the aggregate of at least 10 projects and must have been submitted by at least 3 separate companies. In cases where a disproportionate amount of the data are provided by a single company, CII will suppress publication of results until the data set is sufficiently large enough to mitigate confidentiality and bias concerns.

Exceptions to these rules may be made on a case by case basis such as for the sharing of data between two companies to accommodate alliance partnerships. When such cases arise, CII will obtain the expressed permission of each CII Board representative and will implement custom confidentiality agreements as appropriate. Exceptions may also be made concerning use of the data to support joint research activities with other universities, agencies, or industry organizations. Each request for CII participation will be approved by the BM&M Committee with notification to the Executive Committee prior to the commencement of the activity.

The CII BM&M Committee will review these procedures periodically to address changes and to ensure they remain current with the best interest of member companies and other companies benchmarking with CII.