

APPENDIX ONE

BFPA SURVEYS CONFIDENTIALITY AGREEMENT CONFIDENTIALITY OF DATA

The following rules and procedures are to be observed in the analysis of data collected from companies participating in a BFPA/BFPDA survey to ensure confidentiality of company information.

- All data collected from companies must be treated as confidential and as such must not be accessible by any party which is not bound by a confidentiality agreement with the BFPA. For example, a clean desk policy must be adhered to at all times.
- All BFPA surveys contain results representing an analysis of the combination of returns of all the participating companies. There may be occasions when the result of an individual category will not be published as a separate line item in a survey, unless permission is obtained in advance from the nominated contact from the companies affected in (i), (ii) and (iii):
 - (i) if one company's return represents more than 60% of the total the result is not published in the survey and should be placed in the 'other' category or combined with another category with a suitable explanation.
 - (ii) if the returns of two companies represent more than 80% of the total the result is not published in the survey and should be placed in the 'other' category or combined with a suitable explanation.
 - (iii) if the result is the combination of returns from three companies, the result is not published in the survey and should be placed in the 'other' category or combined with another category with a suitable explanation.
- In the case of less than three companies replying to a category, the result will always be combined with another category, with a suitable explanation, or if there is no other suitable category, the result will not be published at all.
- In the case of inherited or expanded surveys, publication of results which would normally be excluded under the above conditions is at the discretion of the Marketing and Statistics Manager with the permission of the nominated contact of the company concerned.
- If there is any confusion on the inclusion of data of any particular company, permission is obtained from the nominated contact for disclosure or publication of information.
- One copy of the survey results is mailed to the nominated contact of the respondent company. Any enquiries for a copy of the survey from other members of staff of that respondent company are directed to the nominated contact. Copies of surveys will only be sent to respondent companies when expressly requested by the nominated contact. No information concerning the surveys shall be given over the phone.
- A list of responding companies will be issued with the results of each survey and the survey results will only be circulated to those responding companies and the BFPA CEO and Membership Director.
- Information contained within the survey results shall not be disclosed in any form whatsoever to any non-responding party, without the agreement of all the responding companies.
- Top level information on fluid power taken from the surveys may be used to promote the industry if approved by the Market Forecasting and Statistics Committee.

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