

Handling Confidential Information

The DSSA working group is chartered under the assumption that certain kinds of proprietary information will need to be gathered and protected during the course of our work. Here is the relevant section of our Charter:

3.2 Access to and Protection of Confidential Information

Sub-working groups of the DSSA-WG may need to access sensitive or proprietary information in order for the DSSA-WG to do its work. Thus, measures may need to be established to access and protect confidential or proprietary information. The following procedures are an exception to the standards for transparency and accountability and only apply in cases where members of the aforementioned sub-working groups of the DSSA-WG need to access and to protect confidential information:

- In certain cases under this exception, in order to ensure access to and protection of confidential or proprietary information, sub-working groups' members of the DSSA-WG will be asked to sign a Formal Affirmation of Confidentiality and Non-Disclosure (See Annex B). In addition, the sub-working groups' members of the DSSA-WG may be required to sign a Non-Disclosure Agreement (NDA) for a specific project or issue.*
- No formal Non-Disclosure Agreement (NDA) is required for membership in the DSSA-WG; and*
- A separate email distribution list that is not publicly accessible may be established only to include the sub-working groups' members who have signed a Non-Disclosure Agreement applicable to that specific project or issue.*

The working group found it necessary to refine this a bit and eventually developed a memo outlining our approach to handling confidential information. Here are links to the final version of that memo:

[DSSA - WG Confidentiality Guidelines - 21 April 2012.pdf](#)

[DSSA - WG Confidentiality Guidelines - 21 April 2012.doc](#)

Here are links to intermediate draft documents that were posted during that process of refinement:

We began this work at the ICANN general meeting in Singapore (June, 2011).

[DSSA - Confidential Info - Singapore teams -- as an outline](#)

[DSSA - Confidential Info - Singapore Teams -- as HTML](#)

[DSSA - Confidential Info - Singapore Teams -- as a PDF of the mind-map](#)

We began reviewing, consolidating and refining our work on our 21-July teleconference

[DSSA - Confidential Info - Combined result -- as an outline](#)

[DSSA - Confidential Info - Combined result -- as HTML](#)

[DSSA - Confidential Info - Combined result -- as PDF of the mind-map](#)

We prepared a discussion draft for the 28-July teleconference

[DSSA - Confidential information - Draft approach - for review v1 -- slide deck](#)

We prepared a discussion draft for the 4-August teleconference

[DSSA - Confidential information - Draft approach - for review v2 -- slide deck](#)

We prepared a discussion draft for the 11-August teleconference

[DSSA - Confidential information - Approach candidate v3 -- slide deck](#)

[DSSA - Confidential information - approach candidate v3 - as a mind map](#)

[DSSA - Confidential information - approach candidate v3 -- as an outline/web-page](#)