

TEFMA BENCHMARK SURVEY CONFIDENTIALITY CONDITIONS

These conditions pertain to data collected for the purpose of compiling the TEFMA benchmark report. Capitalised terms used but not defined in these Conditions have the meaning given to them in the TEFMA Constitution and By-laws.

TEFMA will:

- treat all information provided by Member Institutions for the purpose of the TEFMA benchmark report as confidential and will not, without the prior written consent of the Member Institution, use or disclose any confidential information to any person or organisation, other than for the specific purpose for which it was collected;
- ensure that summary reports released to Affiliated Institutions, Affiliates, Honorary Associates, Emeritus Associates, Business Partners and/or Individuals, defined under Section D of the TEFMA By-laws, or published from time to time will be in aggregate form that prevents data from being attributed to individual Member Institutions; and
- ensure that all consultants and/or contractors who are engaged by TEFMA from time to time, who require access to the benchmark data, will be required to sign a confidentiality agreement to ensure that (i) benchmark data is not retained by them beyond the term of their engagement, (ii) data is only used for the purposes for which the consultant and/or contractor is engaged, and (iii) data is not directly or indirectly disclosed to any person not involved with the engagement.

Member Institutions will:

- respect the copyright and confidentiality of the TEFMA benchmark data (including the TEFMA benchmark report and login details) and not disclose its contents to any person or organisation outside of the Member Institution;
- not release the Institutional Member report beyond the immediate facilities management group; and
- ensure that data released beyond the facilities management group but within the Member Institution, is understood to be commercial-in-confidence, highly sensitive and not to be divulged further.

Rights in the intellectual property in the TEFMA benchmark report and all copies made thereof will remain vested in TEFMA at all times.