

Security Transparency Consortium Document Management Regulations

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Security Transparency Consortium

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Security Transparency Consortium Document Management Regulations

Chapter 1 General rules

(Objectives)

Objectives of this regulation is to promote the efficient operation of the Consortium by establishing standards for the handling of documents in the "Security Transparency Consortium (hereinafter referred to as the "Consortium")", and by ensuring the accurate and prompt processing of clerical work.

(Definition of terms)

Article 2 Documents refer to all records, including documents, drawings, photographs, books, and electromagnetic records, created, or obtained by members who participated in activities of the Consortium. Documents are classified as follows.

- (i) Confidential document
- (ii) Non-Consortium documents
- (iii) Known information

2 Confidential documents refer to documents created by the Consortium. Even if known information is cited, if it was created during Consortium activities, it will be managed as confidential document. However, the following information is not included in confidential documents.

- (i) Information that was publicly known at the time of creation, or that became publicly known after creation through no fault or violation of the member.
- (ii) Information that can be proven to have been legitimately held by the member prior to its creation or acquisition.
- (iii) Information independently developed by a member in activities outside the Consortium without using confidential documents of other members.
- (iv) Information that the member has legitimately obtained without restriction from a third party who has the right to transfer or disclose it.

3 Non-consortium documents refer to the following.

- (i) Documents, drawings, photographs, books, electromagnetic records, etc. that arrive at the Consortium from outside the Consortium.
- (ii) Information obtained by the Consortium from third parties through surveys, etc. during its activities.

4 Known information refers to documents, drawings, photographs, books, electromagnetic records, etc. obtained by a member in the course of consortium activities. It refers to information as it is that has not been cited by a member as confidential document.

(Official terminology)

Article 3 The official language of the Consortium shall be Japanese.

2 Documents created by the Consortium are written in Japanese unless otherwise specified.

(Specified format)

Article 4 When creating documents for the Consortium's activities, a separately specified format will be used.

(Document management system)

Article 5 The competent organization for document management of the Consortium shall be the secretariat, with the secretary general as the general document management manager.

2 The secretariat will be responsible for document management at each Consortium meeting body (general meeting, steering committee, secretariat meeting).

3 The chief examiner of each working group shall be document management manager for that working group.

4 The document management manager will assist the document management manager and promote the Consortium's document management.

(Role of document management manager, etc.)

Article 6 The general document management manager shall perform the following roles.

(i) Developing regulations regarding document management in the Consortium

(ii) Establishment of document management system in the Consortium

(iii) Guidance and supervision of affairs related to document management

(iv) Other general affairs related to document management

2 The secretariat shall communicate with other document management manager and promptly and accurately process the sending, receiving, and distributing of documents.

3 The document management manager shall manage document ledgers, organize, store, and dispose of documents as stipulated in these regulations.

Chapter 2 Document storage, disposal, and attribution

(How to store documents)

Article 7 Documents shall, in principle, be stored in magnetic files. Convert paper documents to PDF and store magnetic files. Discard paper documents after storage.

2 Documents will be stored using a dedicated document management system.

(Retention period of documents)

Article 8 The retention period of documents shall be 5 years, except as otherwise provided by laws and regulations.

2 The starting date of the retention period shall be the first day of the fiscal year (April 1) following the date of creation or acquisition of the document.

(Destruction of documents)

Article 9 Disposal of documents whose storage period has passed shall be carried out under the supervision of each document management manager.

2 Immediately after the document management manager disposes of the document, the person in charge of document management shall record the fact that the document has been disposed of in the ledger that manages the document.

(Attribution and use of documents)

Article 10 The copyright of documents created by the Consortium shall be held individually or jointly by the member who created the document and the corporation to which the member belongs. However, other members may freely use such documents within the scope of this regulation in their activities within the Consortium.

Chapter 3 Confidential Documents

(Classification of confidential documents)

Article 11 Confidential documents shall be classified as follows according to their confidentiality. In the following categories, (i) is the most confidential, followed by (ii) and (iii) in that order.

(i) Top secret: Items that are highly confidential and therefore prohibited from being communicated to anyone other than specially designated members.

Target example: General meeting related materials

(ii) Consortium confidential: Information prohibited to be communicated to non-members

Target examples: technical documents, guidelines, procedure manuals, activity report materials, materials related to the steering committee, information learned from the Consortium before publication, information scheduled for publication before the Consortium homepage is published.

(iii) Confidential to outside related parties: Information that is prohibited from being communicated to anyone other than members and non-members.

Target example: All documents except for Top secret matters and Consortium confidential matters.

(Indication of confidential documents)

Article 12 The document management manager shall clearly mark confidential documents as "Top secret", "Consortium confidential", or "Confidential to outside related parties", according to the categories specified in Article 11.

2 The document management manager shall clearly mark the distribution destination of confidential documents according to the categories set forth in Article 11.

(Change from confidential document to known information)

Article 13 Documents and information created by the Consortium before being published on the Consortium homepage or other media shall be confidential documents. Once such documents and information have been released, they will be considered known information.

(Confidentiality deadlines for confidential documents)

Article 14 The period of confidentiality for confidential documents shall be the storage period specified in Article 8, Paragraph 1.

(Responsibilities of members regarding confidential documents)

Article 15 Members shall not disclose or leak confidential documents to anyone other than those to whom they are distributed or disclosed. Furthermore, we will not engage in improper or unauthorized use of confidential documents.

(Responsibilities of withdrawn or expelled members regarding confidential documents)

Article 16 Even if a member withdraws or is expelled, he or she is not exempt from the responsibilities stipulated in Article 15.

(Storage of confidential documents)

Article 17 When storing confidential documents, store them as specified in Article 7, and set a password for viewing each document.

2 When storing and managing confidential documents, mark them as confidential in the document management system.

(Sending confidential documents)

Article 18 When sending confidential documents electronically, members shall not remove the password set and do not divulge the password to anyone other than the person to whom that confidential documents is being sent.

(Handling of unclassified documents)

Article 19 Members shall promptly contact the issuer's document management manager and follow the instructions for information that is determined to fall under confidential documents but does not have a classification designation.

Chapter 4 Non-consortium documents

(Reception of non-consortium documents)

Article 20 The Secretariat will accept incoming documents addressed to the Consortium.

(Distribution of non-consortium documents)

Article 21 Among the received documents, those marked as "Private letter", "Secret", "Confidential" or similar, and with the name of the member addressed will be distributed to the member after receipt is recorded.

2 The Secretariat will open the documents received in the preceding article if the address is addressed to the Consortium, the Secretariat will open the documents, record the receipt, and then manage the documents with the secretariat's document management manager.

(Handling of documents obtained from third parties outside the Consortium)

Article 22 When a member receives a document from a third party outside the Consortium, the member shall confirm in advance whether the third party has the proper authority to disclose the document. If confirmation is not possible, the document management manager at the secretariat will manage the document.

2 When using documents received from a third party outside the Consortium for Consortium activities, Members shall confirm in advance that such use is not prohibited by a contract, etc.

(Management of documents obtained from third parties outside the Consortium)

Article 23 The document management manager who is distributed with non-consortium documents under Article 21 shall decide whether to manage that non-consortium documents as confidential documents.

(Acquisition and management of third-party information)

Article 24 If members need to obtain information from a third party through questionnaires, etc. for the activities of the Consortium, they will obtain it lawfully from a person who has the legitimate authority to disclose the information.

2 Members shall handle such third-party Information in accordance with the terms and conditions set forth in the contract with the third party and shall not use or disclose such information improperly or illegally.

Chapter 5 Members' trade secrets

(Handling of members' trade secrets)

Article 25 This regulation do not apply to members' confidential information as stipulated in the "Management Regulations Regarding Members' Trade Secrets".

Chapter 6 Supplementary Provisions

(Enforcement)

Article 26 This regulation will come into effect from September 21, 2023, the date of establishment of the Consortium.

(Revised/Abolished)

Article 27 Revised or abolished of this regulation shall be made by resolution of the steering committee.