

IDEF REGISTRY DATA HANDLING AND USAGE POLICY

June, 2016

In connection with its IDEF Registry program, IDESG collects, uses, and maintains information that IDESG obtains voluntarily from participating service providers ("Service Providers") on the application forms for that program and downloadable from the program's website. This Data Handling and Usage Policy ("Policy") describes the information that IDESG collects and how IDESG uses and maintains that information. This Policy applies only to information collected from Service Providers as part of the IDEF Registry program.

For additional information about IDEF Registry, please see the FAQs posted at IDEFRegistry.org.

<1.> Data Collection. The data elements collected by the IDEF Registry program through the IDEF Registry Application Package and related documents are listed in Exhibit 1 to this Policy. IDESG collects information to assess and verify Service Providers' authenticity, eligibility, and legitimacy for inclusion in the IDEF Registry, to inform Users about Service Providers, and to contact Service Providers as necessary. The IDEF Registry displays organizational information provided by Service Providers.

Service Providers should only provide the information requested, and are prohibited under the [IDEF Registry Supplemental Terms of Use](#) from submitting information that violates any intellectual property rights of a third party, or that breaches or infringes any copyright, trademark, patent, trade secret, or duty of confidentiality or privacy. The IDEF Registry program specifically is designed as a repository for voluntarily disclosed information that is intended for widespread sharing.

<2.> Data Disclosure and Publication. This Section summarizes IDESG disclosure practices with respect to certain IDEF Registry data as described definitely in the data elements table in Exhibit 1. In case of any conflict between this Section 2 text and the data elements table, the table in Exhibit 1 controls.

IDESG will publish in the IDEF Registry public materials, including on IDESG's website, only the data elements about Service Providers that are identified in Exhibit 1 as "*public*". Additionally, Service Providers can choose not to have specific data elements displayed, except where those elements are identified as "*public mandatory*" on Exhibit 1.

Note that each completed Self-Assessment Matrix that is successfully submitted by a Service Provider to the IDEF Registry program as part of an Application Package routinely will be displayed as "*public mandatory*."

The contact information that a Service Provider provides (typically, a name, title, phone number and e-mail address) as part of the Application Package generally will not be published in IDEF Registry public materials. However, if Service Provider explicitly consents (typically, in its application), IDESG may disclose its point-of-contact information in response to inquiries about that Service Provider, or to answer specific questions or information requests that arise regarding the Service Provider's IDEF Registry information.

IDESG will not disclose or share other information collected in IDEF Registry Application Packages or related materials, with other organizations, persons or agencies without the consent of the Service Provider, *except that* IDESG also may share or disclose information (a) when required by law or to respond to legal process; (b) to protect IDESG members, Service Providers, or IDEF Registry Users; (c) to maintain the function, integrity, and security of IDESG services; and (d) to protect the rights or property of IDESG.

<3.> Data Retention and Disposal. IDESG will use reasonable administrative, physical, and technical measures to safeguard the security of information collected from Service Providers. IDESG will retain all information collected from Service Providers for at least three years from the date of receipt, or if later, the date that the information was posted to the IDEF Registry website. Three years after the date that IDESG received or first posted the information, whichever is later, the information in an IDEF Registry Application Package and IDEF Registry Listing will be deemed obsolete.

Service Providers will be required to re-confirm compliance annually and re-assess and re-attest conformance to the applicable IDEF Functional requirements on a periodic schedule set in the Supplemental Terms of Use, in order to remain Listed, as described below.

IDESG may retain obsolete information for seven years after initial collection, after which IDESG will securely dispose of, or securely retain (if destruction is not feasible), all such information, using reasonable care.

Please note that IDESG's disposal of information supplied by Service Providers does not cover any copies retained by IDEF Registry Users who may have accessed and copied information from IDEF Registry public materials, such as IDESG's website, during the period that the information was readily available from the IDEF Registry.

<4.> Updates and Changes to IDEF Registry Data. Service Providers may update or change any of the information listed for their organization within IDEF Registry at any time by contacting the program by e-mail at Registry@idesg.org. The IDEF Registry Supplemental Terms of Use require Service Providers to keep their information accurate and up-to-date.

Program Data Elements

Data Element	Data Element Mandatory/Optional	Public Display Yes/No: Mandatory/Optional	Description	Use(s)
Part 1: Applicant Entity Information				
Service Provider Name	Mandatory	Yes Public Display Mandatory	Name of applicant company	Identify all applicant and listed Service Providers by "Name" Display on listing
Service Provider Physical Address	Mandatory	No display	Applicant company's physical address	Verify company status/location Display on Listing
Mailing Address	Optional	No display	Applicant company's mailing address (if different from physical address)	Mailing address used only by IDESG for mailing correspondence , as necessary.
Telephone #	Optional	No display	Applicant company's main telephone number	Verify company status.
Email	Optional	Yes Public Display by Default but Optional	Applicant company's' email address	Verify company status Display on Listing - optional
Service Provider URL	Mandatory	Yes Public Display Mandatory	URL to the applicant company's webpage	Verify company status Display on Listing
ID Service URL (if different)	Optional	Yes Public Display by Default but Optional	URL to the applicant company's identity service webpage (if different from main webpage)	Display on Registry webpage - optional
POC Name	Mandatory	No display	Name of the point of contact for the applicant company who shall be listed on the Registry	Verify company status IDESG follow up, as necessary
POC Email	Mandatory	No display	Email for the point of contact named above	Verify company status IDESG follow up, as necessary
POC Telephone #	Mandatory	No display	Telephone number for the point of contact listed above	Verify company status IDESG follow up, as necessary
DUNS # (if applicable)	Mandatory	No display	Applicant company's DUNS number, if applicant does not have DUNS business registration # is required	Verify company status
Business Registration and/ or Incorporation Information: Jurisdiction, Date, Number	Optional if DUNS# is provided, Mandatory if no DUNS#	No display	Alternate to the DUNS number. The applicant company's state business registration number of incorporation information	Verify company status - optional

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Exhibit 1

Program Data Elements

Data Element	Data Element Mandatory/Optional	Public Display Yes/No Mandatory/Optional	Description	Use(s)
Applicant Service Description	Optional	Yes Public Display by Default but Optional	A brief description of the applicant company's assessed identity service	Verify company status Display on Listing - optional
Part 2: Assessed Services				
Assessed Service(s)	Mandatory	Yes Public Display Mandatory	Indication of which functional service was assessed: Registration, Credentialing, Authentication, Authorization, Transaction Intermediation	Display on Listing
Part 3: Assessor Information				
Assessor's Name(s)	Mandatory	No display	Name of the person who performed or supervised the assessment	Verify company status IDESG follow up, as necessary
Assessor's Title(s)	Mandatory	No display	Assessor's title	Verify company status IDESG follow up, as necessary
Assessor's Email(s)	Mandatory	No display	Assessor's email address	Verify company status IDESG follow up, as necessary
Assessor's Telephone #(s)	Mandatory	No display	Assessor's telephone number	Verify company status IDESG follow up, as necessary
Part 4: Assessment Report				
Assessment Completion Date	Mandatory	No display	Date the assessment was completed	Verify assessment status and eligibility
Self-Assessment Matrix	Mandatory	Yes Public Display Mandatory	Completed Self-Assessment Matrix submitted By Service Provider applicant.	Verify eligibility for Listing Display to inform Users
Part 5: Attestation Confirmation/Status Report Agreement				
Signing Official Name and Title	Mandatory	No display	Name and Title of Official signing Attestation Form or Status Report	IDESG use and record-keeping