



SNIA Statement of Confidentiality and Policy

Handling, Processing, and Management of a Manufacturer Submitted

EPA ENERGY STAR Data Center Storage Unit Ship Report

The following SNIA policy applies to a Manufacturer submitted EPA ENERGY STAR Data Center Storage Unit Ship Report. A Manufacturer is an organization recognized as a Data Center Storage ENERGY STAR program partner participant.

A manufacturer's submitted Unit Ship Report to SNIA will be treated as confidential information in a confidential manner. SNIA support of the EPA ENERGY STAR Unit Ship Report program is managed under the SNIA Green Storage Initiative by the SNIA Emerald Program Manager. Electronic versions of a submitted Report are part of SNIA records management methods and policies that SNIA IT staff and its contracted services carry out. Only SNIA staff will be the recipient to handle, process, and manage manufacturer submitted reports. SNIA staff, including SNIA Emerald Program Manager and SNIA IT staff, is either direct employees of SNIA or a contractor to SNIA. Both SNIA staff and SNIA contractors are bound to SNIA with obligations to manage and maintain confidential information as part of their employment responsibilities. SNIA contracted IT services include email, collaboration tool repositories, and data protection services. SNIA volunteer(s) will not and do not have access to Manufacturer submitted Unit Ship Reports.

Handling, Processing, and Management of a Manufacturer Unit Ship Report

- A Report will be sent by email (preferred) to the SNIA Emerald Program Manager. Postal and fax methods are supported. Email to: Dave Thiel, dave.thiel@snia.org Paper version of a submitted report will be scanned for electronic use; the paper version will be destroyed.
- SNIA Emerald Program Manager will report aggregated units shipped per category from all of the manufacturer Reports received by SNIA, per the EPA published timeline. The SNIA Emerald Program Manager will submit by email to the EPA: 1) the report of aggregated units shipped per category (with no correlation to manufacturers reported units) and separately 2) a list of manufacturers the SNIA submitted aggregated report represents (with no correlation of specific unit numbers to specific manufacturers, per the EPA reporting guidelines).
- SNIA will retain a manufacturers submitted Report for a minimum period of 18 (eighteen) months and no longer than 36 (thirty-six) months. The purposes of the retention are for: 1) sequential year manufacturer-specific comparisons for any major changes of categories reported and unit quantities; 2) verify accuracy of the summary data report with the EPA. At the end of the retention period, the manufacturer's report contained in electronic files will be deleted and offline media will be physically destroyed.
- If SNIA receives only one manufacturer's report from the industry during a reporting cycle, prior to SNIA report submission to the EPA, SNIA will notify the lone submitting manufacturer of the situation.
- SNIA will not perform data analysis on a manufacturers' unit ship report or a set of unit ship reports.
- SNIA may revise this policy such as to provide additional policy details to fulfill requests of manufacturers and as the EPA Unit Ship Program may evolve over time.

For more information:

EPA Unit Ship Report Program: https://www.energystar.gov/index.cfm?c=partners.unit_shipment_data

SNIA Emerald Program Manager: Dave Thiel, dave.thiel@snia.org