

Statement of Confidentiality

The *Guiding Principle Of Confidentiality*, embodied in the language of the letter of agreement among AMT, AMTDA, and Bridgeline Software states: "no one should be able to use these reports to identify a company involved in any transaction." The agreement also states that the Joint Statistics Committee, composed of an equal number of AMT and AMTDA member representatives, shall approve any changes in report structure, use of and access to the data. The Joint Statistics Committee has approved the following Confidentiality Rules:

- Press release report: No masking. All numbers will be disclosed.
- All other builder and distributor reports:
 - No masking for units. All numbers will be disclosed.
 - For dollar value data points, the "**3/40/5 Rule**" will function as follows:
 - ↳ A minimum of three companies must report transactions for each data point, AND
 - ↳ If one company accounts for more than 40 percent of the dollars reported, then the number will not be disclosed; OR
 - ↳ If five or more companies report transactions, then the number will be disclosed.
 - There may be cases of non disclosure of some dollar values, in order to prevent someone from determining the value of a single data point, which has not been disclosed, per the above rules.

Unit data is disclosed on the premise that, for any product or sales area, the number of participants in the program (both builders and distributors), is at least three companies, and that in any given month, it is not possible to attribute a transaction to a specific company. Due to sensitivity of price information, restrictions are imposed on the disclosure of this information.

The operating agreement further states that industry reports shall be jointly owned by AMT and AMTDA (not Bridgeline Software). Their Joint Statistics Committee retains complete discretion to determine the scope and terms of distribution of any reports. Bridgeline Software has no ownership interest in the USMTO program, any USMTO program reports or other materials developed in connection with the USMTO program, or the data submitted by participants. The participants shall maintain ownership of their respective data, while the aggregate data base is owned by the two Associations.

In addition to the safeguards described above, additional provisions include:

- Access to USMTO data is limited to the Bridgeline Software staff directly involved in providing services and producing reports.