

# Confidentiality Procedure

COMMITTEE FOR THE REGIONAL ASSESSMENT OF OFFSHORE  
WIND DEVELOPMENT IN NEWFOUNDLAND AND LABRADOR

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## 1.0 Introduction

The Committee is mandated to conduct the Regional Assessment in a manner that promotes transparency and encourages public input and participation. To accommodate situations where participation may be dependent on a Participant requiring that information provided by them to the Committee (the 'Information') be treated as confidential, the Committee wishes to establish a process to facilitate a confidentiality request.

## 2.0 Procedures for Requesting Confidentiality

- 2.1 Any Participant wishing to keep Information confidential must make a request to the Committee in writing
- 2.2 The request should be made as early as possible and prior to the provision of the Information to the Committee. Requests for confidentiality made after the Information has been provided to the Committee will be considered, provided the Information has not already been made public as part of the Regional Assessment process.
- 2.3 The request must clearly identify the following:
  - which of the Information the Participant wishes to keep confidential;
  - that the Participant is unaware of the Information being publicly available through any other means;
  - from whom the Participant wishes to keep the Information confidential; and
  - the grounds on which the request is made, including an explanation of what harm the Participant or the environment would suffer should the Information be publicly disclosed.

Any request for confidentiality will be placed on the Registry.

## 3.0 Decision on Confidentiality Requests

- 3.1 After reviewing a confidentiality request, the Committee will provide the Participant with a written response indicating its decision. The Committee may:
  - a) approve or deny the request;
  - b) approve the request subject to conditions intended to protect the Information;
  - c) approve the request conditional on one or more parties signing a Confidentiality Agreement setting forth any terms on which the Information may be used, seen or disclosed; or

d) make any other determination on how the Information is to be considered and on what terms.

3.2 In the event the Committee denies a request for confidentiality regarding Information that was submitted prior to the request, and provided that at the time of the request the Information had not already been made part of the Regional Assessment public record, then at the request of the Participant the Information shall be returned by the Committee to the Participant and will be considered to have been withdrawn. In this case, the information will not be considered in the Committee's analyses.

3.3 The Committee's final report will describe how any Information deemed confidential pursuant to this procedure has been considered and used in its conclusions and/or recommendations.