



Confidentiality of Assessment Information

In order to foster frank and open discussions of all animal care and use issues by assessment panel members and institutional representatives, all information related to individual institutional animal care and use programs, including institutional animal use data and assessment information, must be treated as confidential, unless it is explicitly identified by the institution as being publicly available information. Assessment information includes pre-assessment documentation, information obtained during the assessment process, assessment reports and all post-assessment documentation.

1. Canadian Council on Animal Care (CCAC) interpretation of the Term "Confidential":
 - 1.1 "Confidential" does not imply "secret" since assessment information is discussed freely by institutional and assessment panel members, by the CCAC assessment directors and assessment sector staff, and by the members of the CCAC Assessment Committee prior to submission of an assessment report to an institution.
 - 1.2 "Confidential" means "restricted to those authorized to have access", in that assessment reports and other CCAC documents related to a specific institution may not be quoted in public, transcribed or disseminated in full or in part to individuals, groups or others, **except by decision of the institution concerned**.

Prior written notification of public release must be sent to the CCAC by the senior administrator responsible for the animal care and use program. The CCAC reserves the right to correct any misinformation, or to clarify any information released by the institution. The names of panel members who conducted the visit must not be released.

2. The CCAC assures institutions participating in its programs that all information provided to the CCAC, and all CCAC letters and reports concerning the institution, remain in confidence according to the definitions in point 1. The only exceptions to this are:
 - 2.1 Pooled annual animal use data presented on a national basis;
 - 2.2 Notification sent to the federal granting Agencies (in cases where the institution is eligible for granting Agency funding) when there **is a change in the category of certification for an institution** (see *CCAC policy statement on: certification of animal care and use programs*), when an institution either:
 - 2.2.1 loses its **Certificate of GAP – Good Animal Practice®** and receives a **Probationary Certificate of GAP – Good Animal Practice®**;

- 2.2.2 loses its **Certificate of GAP – Good Animal Practice® (Non-compliance)**;
 - 2.2.3 loses its **Probationary Certificate of GAP – Good Animal Practice® (Non-compliance)**;
 - 2.2.4 regains a **Probationary Certificate of GAP – Good Animal Practice®** after having been assigned a **status of Non-compliance**;
 - 2.2.5 regains a **Certificate of GAP – Good Animal Practice®** after having been assigned a **Probationary Certificate of GAP – Good Animal Practice®**; or
 - 2.2.6 regains a **Certificate of GAP – Good Animal Practice®** after having been assigned a **status of Non-compliance**.
- 2.3 The list of names of certified institutions (certificate holders) on the CCAC website, published with their permission.
3. If, for any reason and at any time, a panel member cannot comply with the CCAC *policy statement on: confidentiality of assessment information*, the individual must withdraw from the panel.
4. The following statement is included in CCAC assessment reports:

“The Canadian Council on Animal Care (CCAC) treats as confidential all matters relating to the assessment and the report. Nonetheless, the assessed institution is free to release the assessment report, or part thereof, to the public; the CCAC must be advised in writing prior to any release.”

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For more information on these and other policies contact:

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