



## **Gartner Vendor Briefing Confidentiality Policy External Policy and Process**

A Vendor Briefing is an on-the-record briefing in which a vendor informs Gartner analysts about their products, services or strategies. Gartner will not treat the briefing confidential and will ignore any confidential designations in presentation materials.

If vendors want to share confidential information during a Vendor Briefing, they should ensure prior to disclosing such information, that the Gartner analyst agree that the type of information to be shared is relevant to the discussion and that they are willing to accept it. If Gartner agrees to receive the information, Gartner will keep the information confidential for a maximum of **45 days**. When such an exception is made, a specific Gartner NDA template should be used, or the confidentiality may be agreed verbally during the briefing. Alternatively, the analysts and vendors can postpone the vendor briefing until the information has become public and can be shared on-record.

### Best Practices for Confidentiality requests

- 1) Submit confidentiality requests well in advance to [vendor.briefings@gartner.com](mailto:vendor.briefings@gartner.com). This allows ample time to formalize necessary paperwork.
- 2) Clearly specify the confidential content and the reason for the requested confidential treatment.

### **Submit questions to:**

[vendor.briefings@gartner.com](mailto:vendor.briefings@gartner.com) or telephone +1 203 316 6144

External Document

24 October 2019