4. Dissemination Policies

4.1 Public communication

The [Team](https://www.w3.org/Consortium/Process/Drafts/#team) is responsible for managing communication within W3C and with the general public (e.g., news services, press releases, managing the Web site and access privileges, and managing calendars). Members *should* solicit review by the Team prior to issuing press releases about their work within W3C.

4.2. Confidentiality Levels

There are three principal levels of access to W3C information (on the W3C Web site, in W3C meetings, etc.): public, Member-only, and Team-only.

While much information made available by W3C is public, “***Member-only***” information is available to authorized parties only, including representatives of Member organizations, [Invited Experts](https://www.w3.org/Consortium/Process/Drafts/#invited-expert-wg), the Advisory Board, the TAG, and the Team. For example, the [charter](https://www.w3.org/Consortium/Process/Drafts/#WGCharter) of some Working Groups *may* specify a [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) confidentiality level for group proceedings.

“***Team-only***” information is available to the Team and other authorized parties.

Those authorized to access [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) and [Team-only](https://www.w3.org/Consortium/Process/Drafts/#Team-only) information:

* *must* treat the information as confidential within W3C,
* *must* use reasonable efforts to maintain the proper level of confidentiality, and
* *must not* release this information to the general public or press.

The [Team](https://www.w3.org/Consortium/Process/Drafts/#team) *must* provide mechanisms to protect the confidentiality of [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) information and ensure that authorized parties have proper access to this information. Documents *should* clearly indicate whether they require [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) confidentiality. Individuals uncertain of the confidentiality level of a piece of information *should* contact the Team.

[Advisory Committee representatives](https://www.w3.org/Consortium/Process/Drafts/#advisory-committee-representative) *may* authorize [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) access to [Member representatives](https://www.w3.org/Consortium/Process/Drafts/#member-rep) and other individuals employed by the Member who are considered appropriate recipients. For instance, it is the responsibility of the [Advisory Committee representative](https://www.w3.org/Consortium/Process/Drafts/#advisory-committee-representative) and other employees and official representatives of the organization to ensure that Member-only news announcements are distributed for internal use only within their organization. Information about W3C operations including mailing lists is [link available].

**4.3. Changing Confidentiality Level**

As a benefit of membership, W3C provides some [Team-only](https://www.w3.org/Consortium/Process/Drafts/#Team-only) and [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) channels for certain types of communication. For example, [Advisory Committee representatives](https://www.w3.org/Consortium/Process/Drafts/#advisory-committee-representative) can send [reviews](https://www.w3.org/Consortium/Process/Drafts/#ACReview) to a [Team-only](https://www.w3.org/Consortium/Process/Drafts/#Team-only) channel. However, for W3C processes with a significant public component, such as the technical report development process, it is also important for information that affects decision-making to be publicly available. The Team *may*need to communicate [Team-only](https://www.w3.org/Consortium/Process/Drafts/#Team-only) information to a Working Group or the public. Similarly, a Working Group whose proceedings are [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) *must* make public the information that is pertinent to the technical report development process.

This document clearly indicates which information *must* be available to Members or the public, even though that information was initially communicated on [Team-only](https://www.w3.org/Consortium/Process/Drafts/#Team-only) or [Member-only](https://www.w3.org/Consortium/Process/Drafts/#Member-only) channels. Only the [Team](https://www.w3.org/Consortium/Process/Drafts/#team) and parties authorized by the Team may change the level of confidentiality of this information. When doing so:

1. The [Team](https://www.w3.org/Consortium/Process/Drafts/#team) *must* use a version of the information that was expressly provided by the author for the new confidentiality level. In Calls for Review and other similar messages, the Team *should* remind recipients to provide such alternatives.
2. The [Team](https://www.w3.org/Consortium/Process/Drafts/#team) *must not* attribute the version for the new confidentiality level to the author without the author’s consent.
3. If the author has not conveyed to the [Team](https://www.w3.org/Consortium/Process/Drafts/#team) a version that is suitable for another confidentiality level, the Team *may* make available a version that reasonably communicates what is required, while respecting the original level of confidentiality, and without attribution to the original author.