

### Governance:

Is there some trade secret governance in place, and if so, what?

*(Describe how trade secrets are governed – rules, controls, policies, corporate behaviour directives)*

### Policy:

Is there a trade secret policy in place? What does it state?

### Education:

How are employees educated about trade secrets?

### Process:

What is the process for identifying, analysing, reviewing, protecting and monitoring trade secret assets?

*(How do the business units interact with one another and with IT)*

### Metadata:

Does the organisation possess any trade secret metadata and if so, what exactly?

### System:

What systems or tools are in use to log and track trade secret assets?