



TANZANIA BUREAU OF STANDARDS

MANAGEMENT SYSTEM CERTIFICATION

MSC/POL/02: POLICY FOR CONFIDENTIALITY

1. Introduction

Tanzania Bureau of Standards Certification Body (TBS CB) is committed to protect confidential and/or proprietary information related to applicants and certified clients in accordance with the requirement of ISO/IEC 17021-1.

In the interest of safeguarding the confidential information of its clients, TBS CB hereby declares the following:

2. TBS MSC Obligations.

TBS CB commits itself to confidentiality concerning management of all information obtained or created during audit and performance of certification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf.

All the information, except information that is publicly made accessible by the client, shall be considered confidential.

Head Management System Certification (HMSC) informs the client well in advance of the information it intends to place in public domain.

Information about the client from sources other than the client (e.g. complainant, regulators) shall be treated as confidential, consistent with the confidentiality policy. Auditors will sign a confidentiality form MSC/POL/02/F1 at each audit.

2.1 Disclosure

Information about a client shall not be disclosed to a third party without the written consent of the client concerned. This will not bind the information shared according to the requirements of ISO/IEC 17021-1 and/or accreditation body requirements.

When the CB is required by the law or by contractual arrangements (such as with accreditation body) to release any confidential information, the client shall be notified of the information provided unless prohibited by the law.

2.3 Protection

TBS CB has made necessary arrangements including contractual arrangements at all levels of its structure including the committee members, technical experts, subcontracted personnel to keep confidential all information obtained or created during the certification activity.

3. Obligations of the Client

The Client is obliged to maintain strict confidentiality about any information revealed within the terms of the Certification Contract as well as knowledge of matters relating to CB, its employees and auditors. This obligation also applies after termination of the Contract. The Client similarly accepts the obligation on behalf of his auxiliary persons and associates



Signed:

Dr. Ngenya A. Y

DIRECTOR GENERAL