

TANZANIA BUREAU OF STANDARDS



THE CERTIFICATION BODY POLICY FOR CONFIDENTIALITY

1. INTRODUCTION

Tanzania Bureau of Standards Certification Body (TBS CB) is committed to protect client's information relating to application for certification and/or certification in accordance with the requirements of ISO/IEC 17021-1.

2. OBLIGATIONS OF THE CB

The CB commits to protect information obtained or created in audits and performance of other certification activities at all levels of its structure, including committees and external bodies or individuals acting on behalf of the CB.

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

System Certification Manager (SCM) informs the client in advance of the information it intends to place in the public domain.

Information about the client from sources other than the client (e.g. complainant, regulators) are treated as confidential, consistent with this policy. Auditors shall sign confidentiality form for 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 law or authorized by contractual arrangements (such as with accreditation body) to release any confidential information, the client or the individual concerned shall be notified of the information provided unless prohibited by law.

2.2. Protection

The CB has made necessary arrangements at all levels of its structure including the committee members, technical experts, external bodies or individuals who act on behalf of the CB, that they shall keep confidential all information obtained or created during the certification activity.

3. OBLIGATIONS OF THE CLIENT

Client of the CB is obliged to observe confidentiality of information of the CB according to the terms and conditions of the certification agreement. This obligation applies even after expiry of certification agreement.

Issued by



Director General

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