

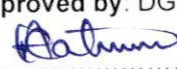


TANZANIA BUREAU OF STANDARDS			
	Document No. TBS/DQM/PCERT/PM/03	Title: Confidentiality Policy	Revision: 00
Document Type: Policy	Prepared by: DQM 	Approved by: DG 	Page 1 of 1 Effective Date: 2024-03-08

Introduction

Tanzania Bureau of Standards Product Certification Body (TBS PCB) is committed to protect confidential and/or proprietary information related to applicants and clients of certified products in accordance with the requirement of ISO/IEC 17065. In the interest of safeguarding the confidential information of its clients, TBS PCB hereby declares the following:

1. TBS PCB Obligations

TBS PCB commits itself to confidentiality concerning management of all information obtained or created during inspection 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. PCB informs the client well 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) shall be treated as confidential, consistent with the confidentiality policy. Inspectors will sign a confidentiality form TBS/QMD/PCERT/01/F02-003 during factory assessment.

1.1. 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 17065 and/or accreditation body requirements. When the PCB 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.

1.2. Protection

TBS PCB has made necessary arrangements including contractual arrangements at all levels of its structure to keep confidential all information obtained or created during the certification activities.

2. Obligations of the client

The Client is obliged to maintain strict confidentiality about any information revealed within the terms of the certification agreement as well as knowledge of matters relating to PCB, its employees and product certification officers/inspectors. This obligation also applies after termination of the agreement. The client similarly accepts the obligation on behalf of his auxiliary persons and associates.

Issued by:



DIRECTOR GENERAL

Date:

2025-02-03