



## POLICY FOR ENSURING CONFIDENTIALITY

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Document No. PCD-PO-4.5

Rev No. 0

Effective date 08/08/22

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### 1. Purpose and Scope

This policy outlines the activities of related bodies do not affect confidentiality, objectivity and impartiality of certifications.

### 2. References

- ISO/IEC 17065:2012- Conformity assessment-Requirements for bodies certifying, products, processes and services.

### 3. Confidentiality Policy

BPCU personnel are exposed to a significant amount of proprietary information regarding client products, facilities, organization, and procedures in the conduct of certification programs. Ensuring that this information is kept confidential is a major concern to BPCU. Measures to preserve confidentiality are implemented in informing personnel and in the administrative and procedural structures of the certification systems.

The following measures are implemented:

- The employment agreement signed by each employee contains a declaration of confidentiality of third party and company information. Contracted certification personnel sign an agreement which includes confidentiality.
- Confidentiality is emphasized in formal auditor training.
- Confidential treatment of client processes and procedures is discussed with client management in the opening meeting.
- Commitment to confidentiality is documented in the contract package.
- The audit plan for the client audit is to contain a confidentiality statement.
- Client documents submitted to and retained by BPCU shall be safeguarded in storage.
- BPCU's working documents containing information proprietary to the client shall be handled with discretion and appropriately stored.
- Records pertaining to client certification programs are safeguarded for at least 6 years during which access by BPCU personnel is restricted.
- Special arrangements regarding confidentiality may be submitted by the client.
- All levels of personnel and committees are included in arrangements to assure confidentiality.
- Confidentiality Agreement may be submitted to client upon request.
- Auditors agree to sign confidentiality agreements required by client.

### 4. Responsibility

It is the responsibility of BLESS Product Certification Unit Manager, Technical Director, Quality Manager , Quality Team & the rest of the staff.



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### 5. Records

- F-4.5 : Confidentiality agreement

REVISION HISTORY		
Revision No.	Date approved	Revision History
0	01/08/22	Initial