	<b>UGANDA NATIONAL BUREAU OF STANDARDS</b>  <b>CERTIFICATION SCHEME</b>	Document No:  <b>CERT/POL/05</b>
	Document Title:  <b>POLICY ON MANAGEMENT OF CONFIDENTIALITY</b>	Issue No: 03 Revision No: 00 Effective Date: 15/08/2017


This policy defines how confidentiality of the information obtained or generated during the certification activities shall be ensured.

UNBS shall maintain a high level of confidentiality in certification operations and ensure that clients' confidential information is not disclosed without the authorisation from the client. UNBS shall ensure this by obtaining signatures of commitment to confidentiality from auditors, UNBS staff and any other personnel permitted to access certification information.

Confidentiality shall be reinforced through the oath of secrecy signed by every UNBS staff consistent with clause 41 of the UNBS Act (secrecy of information). This is further galvanised by the Auditor's Code of Conduct and Ethics (CERT/F18) and the confidentiality and non-disclosure agreement (CERT/F04 for auditors or CERT/F05 for contracted personnel) coming into contact with certification information.

UNBS shall provide adequate facilities for secure handling of confidential documents and records. Any breach of confidentiality shall be treated as a serious offence and will be dealt with sternly.

Before the certification audit, UNBS may ask the client organization to report if any client's records cannot be made available for review by the audit team because they contain confidential or sensitive information and to provide the corresponding justification. UNBS shall determine and record whether the client can be adequately audited in the absence of this confidential information and detail the corresponding rationale. If UNBS concludes that it is not possible to adequately audit the client without reviewing the identified confidential or sensitive records, it shall advise the client organization that the certification audit cannot take place until appropriate access arrangements are granted. For example, an intermediary who has adequate competence and the required level of clearance to view the confidential or sensitive information may be used to view the records and confirm, or otherwise, the information requested. This intermediary shall be accepted by both the UNBS and its client. However, such an intermediary should be independent of the client organization.

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The obligation of confidentiality shall not apply to information which is already in the public domain or required by law to be disclosed. UNBS shall inform the client, in advance, of any proprietary information it intends to place in the public domain.

UNBS clients are obliged to maintain strict confidentiality about any information revealed within the terms of the Certification Contract as well as knowledge of matters relating to UNBS, its employees and auditors.

Approved by:  Deputy Executive Director/Standards	Approval Date: <b>15<sup>th</sup> August 2017</b>
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