



## CONFIDENTIALITY

Approval: Philippe Jeanmart	<b>17021-1:2015</b>	8.4, 8.5.1, 9.9.3
Verification: Sarah Davies	<b>ISO 17065:2012</b>	4.5, 5.2.3, 6.1.1.3, 7.12.2
Edition: Sarah Reemers	<b>14065:2013</b>	7.3
	<b>CDM ACC STD v7</b>	9, 11.2



**All information, unless already public, is considered confidential.**



For further information, contact your line manager or I&FTQRDirectionMail.

Confidentiality statement is included in the template:

“Impartiality and Confidentiality Statement” for personnel and contracted people.



Guideline “Confidentiality Safeguarding Measures” is available on I&F Documentation in Management System section / Governance (<https://bureauveritas.sharepoint.com/teams/IF-Documentation/SitePages/Management-System-Governance.aspx>)

Revision	Comment on the changes	Review	Approval	Date
3.3	Included link to Confidentiality Safeguarding Measures	F Joly de Brésillon	CER MS Committee	May 18, 2022
3.2	Update of CDM Accreditation Standard version number from 6 into 7	R Sharma	F Joly	January 2, 2019
3.1	Mention to right document on line ‘Top Management’ in table	F. Gomes	Fabien Joly-de-Bresillon	July 30, 2018
3.0	Reference to CDM Accreditation standard added	R.Sharma	P. Jeanmart	November 15, 2017
2.0	Additional reference to new guideline document “Confidentiality Safeguarding Measures”	S. Reemers	P. Jeanmart	May 18, 2017
1.2	Clarification regarding signature of Confidentiality Statement	S. Reemers	P. Jeanmart	September 15, 2016
1.1	First revision	S. Reemers	P. Jeanmart	January 28, 2016

### 1 Manage client’s information

Client’s information shall not be disclosed to a third party, unless the client gives prior consent and is notified in advance, in case of requirements from local law or Accreditation Body. To comply with confidentiality requirements, we shall manage all clients’ information, obtained or created during the performance of certification activities, according to the following rules:

## 2 Responsibilities

Who	What	How	When	Document	Record retention time
<b>Top Management</b>	Confidentiality is part of the Bureau Veritas core and business values	Written commitment to respect confidentiality		Confidentiality safeguarding measures	
<b>Auditor (Employee &amp; Contracted People)</b>	Awareness and written commitment to respect confidentiality	<ol style="list-style-type: none"> <li>Awareness training on Code of Ethics</li> <li>Signing of Confidentiality Statement</li> </ol>	Beginning of employment or subcontracting, and before any auditor assignment	Training attendance sheet and/or evidence of webinar performance recorded in Siebel/GLAD	3 years after employee's leave or end of contract
<b>Other personnel (1)</b>	<p>Awareness to respect confidentiality</p> <p>Access and disposal to records</p>	<p>Awareness training on Code of Ethics</p> <p>Signing of Confidentiality Statement</p> <p>Tool with access for authorized personnel only</p> <p>Records are disposed of by authorized personnel.</p>	<p>Beginning of employment</p> <p>During and after the contract with the client, including retention period</p>	Training attendance sheet and/or evidence of webinar performance	3 years after employee's leave
<b>Impartiality Committee Member</b>	Written commitment to respect confidentiality	Signing of Confidentiality Statement	Before participation to first IC Meeting	Confidentiality statement recorded and accessible at local level	3 years after end of last assignment
<b>Client</b>	A specific paragraph dealing with confidentiality is included in the General Terms and Conditions as part of proposal or contract	General Terms and Conditions (2)		Contract and application forms signed	

(1) It is restricted to people involved in certification activities, and having an impact on certification process.

(2) In case of contract developed by the client, Certification Manager shall ensure that the Confidentiality clauses written by the client are compliant with CER MS requirements, with the support of the legal counsel.