



## **KENYA BUREAU OF STANDARDS PRODUCT CERTIFICATION BODY**

### **POLICY ON CONFIDENTIALITY**

#### **1. INTRODUCTION**

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

#### **2. OBLIGATIONS OF KEBS PCB**

- 2.1 KEBS PCB commits itself to confidentiality concerning all information available to it in the context of its activities on the Client's premises, whether this information relates to internal matters of the client or to its business relations.
- 2.2 KEBS PCB shall not disclose the Client's confidential information, trade secrets or processing procedures to any third party (unless required to do so by Law).
- 2.3 KEBS shall allow access to both its own documents and Client-related data to Accreditation Authorities as relevant.
- 2.4 KEBS PCB shall inform the Client, in advance, of any proprietary information it intends to place in the public domain.
- 2.5 Information about the Client from sources other than the Client (e.g. Complainants, regulators) shall be treated as confidential, consistent with this Policy.
- 2.6 All personnel, including committee members, technical experts, subcontracted/external bodies or individuals acting on behalf of the KEBS PCB, shall keep confidential all information obtained or created during the certification activity.
- 2.7 All product certification personnel shall sign code of conduct and ethics committing them to comply with the confidentiality and independence requirements.
- 2.8 KEBS shall ensure there is adequate equipment and facilities for secure handling of confidential documents and records for the certification activity.

#### **3. OBLIGATIONS OF THE CLIENT**

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