

	<h1>Quality Management System - Manual</h1>	Departments: All departments	Doc No: PY04
		Issue Date: 2022-12-02	Issue No. 1.1
	CH 4. Policy: Confidentiality Statement	Effective Date: 2022-12-09	

PARTNER AFRICA CONFIDENTIALITY POLICY STATEMENT

Staff and Subcontractor Requirements

All information received by, or available to, **Partner Africa** staff, subcontractors, or committee members (in whatever format) while conducting evaluation activities, or during other certification activities, or during any dealings with an organization for any other reason shall be regarded as strictly confidential and shall not be divulged to any third party (unless specified in ISO/IEC 17065:2012) without the express permission of the organization or individual concerned. The requirement to keep confidential any information will also include any organization that has a legitimate right to examine, assess or inspect **Partner Africa**.

Where **Partner Africa** is required by law to release confidential information to a third party, the client/producer or individual concerned shall, unless regulated by law, be notified in advance of the information provided.

However, where the organization is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, clients/producers or the environment, **Partner Africa** reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of the Executive Director.

Access to Records

All records will be retained in a secure manner, only accessible to authorized staff via either paper records or password controlled electronic records. Subcontractors will be limited to accessing information produced by them in conducting an evaluation. Records will be made available only to those organizations who can demonstrate a legitimate (and legal) right to view those records, and specifically to Accreditation Bodies.

Confidentiality Declarations

All staff, Subcontractors, Executive Director and Committee Members will be required to agree to **Partner Africa's** confidentiality policy and sign a confidentiality agreement. Subcontractors will also be required to sign an agreement which also contains their responsibility to maintain confidentiality.

Prepared By	Approved By	Signature	Page
Head of Audits	Executive Director		1 of 1
Hard copies of this document are uncontrolled, unless identified with RED control stamp.			F27v1