

	MANAGEMENT SYSTEM CERTIFICATION DOCUMENT	Document No: MSC-P05-POL Page 1 of 1
	CONFIDENTIALITY POLICY	Version: 03 Effective: Jan 2023
	Compiled by: CERTIFICATION	Approved by: GM Certification

The top management of the Namibian Standards Institution (NSI) is committed to ensure that all information obtained or created during the performance of certification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf is kept confidential. To this effect, the NSI shall:

1. Ensure that CB personnel, including external auditors and experts, a committee member or individual who is involved in any certification activity, personnel of external bodies sign a legally enforceable confidentiality agreement;
2. Have a legally enforceable contractual agreement with its clients and certified clients which clarify how confidential information is to be handled;
3. Inform the clients and certified client, in advance, of the information it intends to place in the public domain or it intends to give to a third party with or without a written consent
4. Release confidential information about client or individual when required by law or authorized by contractual arrangements (such as with the accreditation body). Unless prohibited by law, NSI shall notify concerned client or individual of such information; and
5. Communicate this policy to all persons involved in certification activities.

Signed: 
Acting GM: Certification

Date: 3/3/2023

