



**TRINIDAD AND TOBAGO BUREAU OF STANDARDS
CERTIFICATION DIVISION**

CONFIDENTIALITY POLICY

Control Number	Revision Number	Date Issued	Date Revised	Approved by
CERT-AD-POL-003	1	2017-04-20	2021-04-13	R Ramnath

- 1.0 The TTBS Certification Division is committed to safeguarding confidential information obtained or created during the performance of certification activities at all levels of its structure. This is done through legally enforceable agreements with all personnel acting on its behalf, established processes, equipment and facilities.
- 2.0 TTBS will inform its clients, in advance, of the information it intends to place in the public domain. All other information, except for information that is made publicly accessible by the client, is considered confidential and may include proprietary information, intellectual property, trade secrets, designs, models and audit information including audit findings. Information about the client from sources other than the client (e.g. complainant, regulators) is also considered confidential.
- 3.0 Where TTBS is required by law to release confidential information, the client shall be notified of the information provided unless prohibited by law.