



TRINIDAD AND TOBAGO BUREAU OF STANDARDS  
METROLOGY AND LABORATORY SERVICES DIVISIONS

**CONFIDENTIALITY POLICY**

The TTBS Metrology and Laboratory Services Divisions are committed to safeguarding confidential information obtained or created during the performance of laboratory activities at all levels of its structure. This is done through legally enforceable agreements with all personnel acting on its behalf and established processes.

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 test and calibration results. Information about the client from sources other than the client (e.g. complainant, regulators) is also considered confidential. Where TTBS is required by law to release confidential information, the client shall be notified of the information provided unless prohibited by law.

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