



CONFIDENTIALITY MANAGEMENT

*LOCAL AGRIFOOD WORK INSTRUCTION
SUSTAINABLE DEVELOPMENT PROGRAM*

IT-CIV-ITD_CCD 03

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**BUREAU
VERITAS**



Bureau Veritas Ivory Coast Agri Food & Trade – Sustainable Development Program

CHANGE HISTORY	
Revision date	Nature of modifications
03 – 04 – 2014	Creation
01 – 08 – 2022	Update and readjustment
31 – 07 – 2023	Update and readjustment

1 Object

This technical instruction describes the means put in place by the Sustainable Development Program (PDD) of Bureau Veritas Côte d'Ivoire to ensure that the information obtained or generated during certification activities is used confidentially.

2 Scope

This instruction applies to all requests for certification of products or processes received by the PDD.

3 Responsibilities

Any person intervening at the interface of the certification process is responsible for the proper execution and application of this instruction and the principles set out below.

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Date		Date		Date
31 – 07 – 2023		31 – 07 – 2023		31 – 07 – 2023
Visa	Visa	Visa	Visa	Visa

4 Instructions

Commitment to staff confidentiality

- All Sustainable Development Program staff (exclusive and non-exclusive) are required to respect confidentiality regarding the property rights of clients as well as with regard to information relating to the certification or inspection activities that they may be required to carry out on behalf of interested parties. Confidentiality requirements are reminded when signing staff employment contracts and when signing contracts with clients.
- Any person having to intervene in one or any part of the certification process and not being an integral part of the PDD, is required to sign a confidentiality clause to indicate their agreement and their subjection to the terms of said clause. It is therefore required to protect all information used or generated as part of its intervention.
- In the event of violation of the non-disclosure agreement, sanctions can range from warning to termination of the contract with the defaulting party.

Confidentiality of property of stakeholders.

- In the case of these activities, the PDD is required to collect or generate information from its customers, suppliers, or any other stakeholders. All this information is treated confidentially and shared only with the PDD. It is not disclosed to any third party except in accordance with any regulatory or legal process. In such cases, stakeholders will be informed in advance of the information to be transmitted to regulatory or judicial authorities.
- All electronic information is stored securely on secure servers and only authorized individuals have password access. This information is destroyed, if necessary, by a secure method in accordance with current procedures.
- Confidential documents being processed are kept in a special (secure) cabinet under lock and key at the PDD premises.
- When the files of stakeholders must be transferred to the archives, in order to safeguard the confidentiality and integrity of the file during its transport by the archivist, a Bureau Veritas vehicle is made available to the archivist. In the archives, files are kept in accordance with current procedures.

confidentiality in Rainforest Alliance certification activities

- Bureau Veritas provides all information and data from the certification processes to the Rainforest Alliance, as requested in the Rainforest Alliance assurance platform or any other official communication channel as part of the assurance processes and as stipulated in the regulations and associated insurance system rules.
- Rainforest Alliance reserves the right to publish contact and organizational information about BV and certificate holders on its website due to its commitment to transparency. In exceptional circumstances, certificate holders may request through Bureau Veritas that Rainforest Alliance not publish certain information if its publication presents demonstrated threats to the health and safety of the certificate holder's owners or employees. Bureau Veritas must agree with these certificate holders other contact and organizational information directly related to the certificate holders.
- Bureau Veritas undertakes to immediately report to Rainforest Alliance any violation of non-disclosure agreements and any intentional or unintentional disclosure or dissemination of confidential certification data and information. Regarding the collection, processing, or transfer of personal information within the framework of the Rainforest Alliance certification program, Bureau Veritas undertakes to comply with all data protection laws applicable to certification bodies. Unreported incidents or violations of applicable data protection laws (including, but not limited to, required data breach notifications) may result in a determination of non-compliance or other sanctions imposed by Rainforest Alliance.