



GLOBALG.A.P. CONFIDENTIALITY MANAGEMENT

*PDD Work Instruction – PROGRAMME DEVELOPPEMENT DURABLE
UNIT*

IT-CIV-ITD_SU 03

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**BUREAU
VERITAS**

**BUREAU VERITAS Côte d'Ivoire
AGRI-FOOD & TRADE – PROGRAMME DEVELOPPEMENT DURABLE (PDD)**

1. VALIDATION

UPDATE REGISTER	
Date	Nature of Updates
04 – 03 – 2014	Original draft
02 – 01 – 2017	Upgrading and readjustment
01 – 04 – 2018	Upgrading following an internal reorganization
30 – 04 – 2021	Upgrading following an internal reorganization – SAC becomes PDD Upgrading following the appointment of a new The Managing Director Upgrade following the appointment of a new PDD Manager Reorganization of the PDD organization chart
15 – 03 – 2023	Upgrading and readjustment
31 – 07 – 2023	Upgrade and readjustment to the new GLOBALGAP IFA V6

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2. PURPOSE

This work instruction describes the means implemented by the PDD (Programme Développement Durable) Unit of BVCI (BUREAU VERITAS CÔTE D'IVOIRE) to ensure that the information obtained or generated during the certification activities are used confidentially.

3. SCOPE

This instruction applies to all products or processes certification request received by the PDD Unit.

4. RESPONSABILITIES

Everyone involved at the interface of the certification process is responsible for the proper implementation and application of this instruction and the principles below.

5. INSTRUCTIONS

5.1 COMMITMENT OF CONFIDENTIALITY

- The PDD Unit staff (exclusive and non-exclusive) has to respect confidentiality in respect of the property rights of the customers and in respect of information relating to the certifications activities that it may have to perform on behalf of the stakeholders. Confidentiality requirements are recalled while signing employment contracts and signing contracts with customers.
- Every person being involved in one or any part of the certification process and who is not an integral part of the PDD Unit must sign a confidentiality clause and respect it.
- He is therefore required to protect all information used or generated in connection with his intervention.
- In the event of a breach of the non-disclosure agreement, the penalties may range from a warning to termination of the contract with the defaulting party.

5.2 CONFIDENTIALITY OF THE STAKEHOLDERS' PROPERTY

- For these activities, the PDD unit is brought to collect or generate information to customers, suppliers, or other stakeholders. All this information is treated as confidential and shared only within the PDD Unit. They are not disclosed to any third party except under any regulatory or legal proceedings. In such cases, stakeholders will be notified in advance about information to be transmitted to regulatory or judicial authorities.
- All electronic information is safely stored and secured on internal servers and only authorized individuals have access to it. Informations are destroyed, if necessary, by a safe method in accordance with the effective procedure.
- Confidential documents being processed are kept in a special cupboard (safety) locked at the office premises of the PDD Unit.
- When stakeholders' folders must be transferred to the archives, in order to safeguard the confidentiality and integrity of the file during transport by the archivist, a BUREAU VERITAS's

vehicle is made available to it. On the location of archives, folders retention is done in accordance with the archival procedures.