



i-NAF PROCEDURE FOR CONFIDENTIALITY



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Issue No 1

Prepared by: i-NAF Secretariat

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1 GENERAL

1.1 The document describes the method of ensuring that all information and documentation obtained in the course of i-NAF activities will be treated as strictly confidential. This procedure shall apply to any person who has access to such i-NAF information that is not freely available to the public.

2 REFERENCES

2.1 i-NAF MLA Policies and Procedures (i-NAF NML 2)

3 RULES OF CONFIDENTIALITY

3.1 All information received

3.1.1 The i-NAF General Secretary shall ensure that a completed i-NAF Declaration of Confidentiality (ANNEX 1) is obtained prior to disclosing and / or allowing access to i-NAF confidential information, both in writing and orally, relating to pre-evaluations, evaluations, re-evaluations and settlement of appeals and complaints.

3.1.2 The i-NAF General Secretary shall ensure that this information be treated confidentially by all parties and persons concerned.

3.1.3 This procedure shall also apply to information relating to the applicant / member of the MLA Committee. All members and observers of the evaluation team, all members, observers and i-NAF Secretary, the MLA Committee and all applicants and members of the MLA Committee who request to see reports on pre-evaluation, evaluation and re-evaluation of other applicants and members, must have signed a Declaration of Confidentiality (ANNEX 1).

3.2 In relation to i-NAF MLA program, the applicant and member of the MLA Committee under evaluation shall advise the evaluation team members how to treat the documents it has provided. This advice may require the team members to :

3.3 Return all documents to the applicant/member of the MLA Committee;

3.4 Destroy the documentation.



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ANNEX 1

i-NAF DECLARATION OF CONFIDENTIALITY

I declare that I will not reveal information gained through any i-NAF activities, that is not freely available to the public, such as peer evaluation, settlement of appeals and/or complaints to anyone who has not the right of access to such information, and who has not signed a i-NAF Declaration of Confidentiality.

Date:

Name:

Signature:

Stump:

(This form shall be signed by any person who has access to i-NAF information, that is not freely available to the public, including all members and observers of a i-NAF peer evaluation team, all members, observers and secretary of the Natural Accreditation (Executive) Committee, and any applicant/member of the i-NAF MLA Committee requesting to see peer evaluation reports of other applicants and members.)