



MAURITAS

P7

Procedure associated with confidentiality

Mauritius Accreditation Service

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Foreword

The MAURITIUS ACCREDITATION SERVICE (MAURITAS) is a governmental body established in 1998 to provide a national, unified service for the accreditation of Conformity Assessment Bodies (CABs) such as calibration/testing laboratories, certification bodies and inspection bodies. Organizations that comply with the MAURITAS requirements are granted accreditation by MAURITAS.

About MAURITAS publications

MAURITAS publications are categorized as follows:

- R series Publications containing general policy and requirements related to MAURITAS accreditation.
- G series Publications providing guidance on MAURITAS requirements.
- A series Publications related to assessment procedures.
- P series MAURITAS quality system procedures
- F series MAURITAS Forms
- Directories Classified listing of accredited organizations.

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Procedure associated with confidentiality

1. Purpose

1.1 The purpose of this procedure is to describe the arrangements by MAURITAS to safeguard confidentiality of information at all levels of the organisation.

2. Scope and Responsibilities

2.1 This procedure describes the process for safeguarding confidentiality of information. It is the responsibility of all MAURITAS staff to ensure that this procedure is adhered to.

3. Reference

3.1 **ISO/IEC 17011** : Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies

3.2 MAURITAS A Series

3.3 MAURITAS P Series

4. Definition

4.1 Granting accreditation

Awarding accreditation for a defined scope of accreditation

4.2 Withdrawing accreditation

Cancelling accreditation for the full scope

5. Procedure

5.1 Upon granting of accreditation certain information becomes publicly available on MAURITAS website such as certificate and schedule of accreditation, the name and contact details of the accredited CAB. Likewise, suspension or withdrawal/termination of an accreditation is also made public on the MAURITAS website. Upon granting of accreditation, MAURITAS and the CAB also sign a legally enforceable agreement **F1.13** to safeguard the confidentiality of information obtained during the accreditation process.

5.2 All other information concerning applicants/accredited organisations remains confidential such as application form, assessment findings, proficiency testing performance and correspondence with clients.

5.3 All persons associated with MAURITAS who gain access to any such information are obliged to sign the confidentiality agreement, **F 1.02**. MAURITAS Staff, by way of the Mauritius Accreditation Service Act 1998, are already bound by such a requirement.

5.4 The following persons shall sign a document requiring them to maintain confidentiality of information deemed by MAURITAS to be confidential:

- (i) Members of the MAURITAS Advisory Council, **F 1.12**;
- (ii) Members/Co-opted members of the Accreditation Committee, **F 2.18**;
- (iii) Assessors/technical experts, **F 1.02**;
- (iv) Members of the Technical Advisory Committees, **F 1.12**.

5.5 All confidential documents leaving MAURITAS premises shall be prominently stamped "CONFIDENTIAL".

5.6 MAURITAS shall not disclose confidential information about any CAB without the written consent of the CAB, except where the law requires such information to be disclosed without such consent.

5.7 Information on a CAB, obtained from sources other than the CAB (e.g complainant, regulators), shall be confidential between the CAB and MAURITAS. The provider (source) of this information shall be confidential to MAURITAS and shall not be shared with the CAB, unless agreed by the source.

6. Related Forms

- 6.1** Declaration of Confidentiality for Assessors/Technical Experts, **F1.02**
- 6.2** Declaration of Confidentiality, **F1.12**
- 6.3** Attendance sheet for Accreditation Committee, **F2.18**.
- 6.4** Contract Agreement between CAB and MAURITAS, **F1.13**