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| DOC No. - 02 / REVISION-02                       | CGCERT OPERATING MANUAL                    |
| CGCERT/ OM Part II- FORMS/<br>SECTION D/ RECORDS | Confidentiality Agreement<br>(Annexure-23) |
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## CONFIDENTIALITY DECLARATION

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|----------------|---|
| <b>Policy:</b> | <p>CGCERT Board of director members, CGCERT employees, CGCERT contractors, CGCERT committee members are required to sign an acknowledgement and annual agreement to this policy that information obtained in the course of CGCERT's certification activities, at all levels of the system, shall be kept confidential unless:</p> <p>(1) Written permission to disclose the information has been received from the person(s) involved.</p> <p>(2) The information is required by law to be made available to the public upon request.</p> |
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### Annual Confidentiality Declaration

I Mr./Ku./Smt. \_\_\_\_\_ working/deputed as a \_\_\_\_\_ for CGCERT, declare that I will not disclose the confidential information to any person except CGCERT's employees, consultants, and contractors/subcontractors to whom it is necessary to disclose for discussion or evaluation.

I affirm that any information provided orally or in any written document, drawing or any other material developed or prepared by the operator would not be revealed, if it were confidential for certification operation. I would maintain this confidentiality or as long as I am associated with this organization.

**STATUS: Check and tick the box applicable to you:**

- General Body member
- Member of Executive Council**
- Committee Member, Committee name: \_\_\_\_\_
- CEO, CGCERT**
- Quality manager
- Evaluator/Assessor
- Other Employee, position : \_\_\_\_\_
- Contracted person, designation: \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Date** : \_\_\_\_\_