

## Table of Contents

5.1 Confidentiality .....	2
Appendix A: Amendment Table.....	3

## 5.1 Confidentiality

### 5.1.1 Confidentiality Agreement

**5.1.1.1** All Assessment Team members, undertaking assessments on behalf of MAURITAS, sign a declaration of confidentiality, **F 1.02**, prior to each assessment. The signed declarations are kept in the custody of MAURITAS. In addition, MAURITAS staff sign the Official Secrets Act, when joining MAURITAS, as per existing rules in the public sector.

**5.1.1.2** All Committee and Council members sign an attendance sheet with an undertaking of Confidentiality as outlined below:

- (i) Members of the MAURITAS Advisory Council sign the form **F 2.26**;
- (ii) Members/Co-opted members of the Accreditation Committee sign the form **F 2.18**;
- (iii) Members of the Technical Advisory Committee sign the form **F 2.27**.

**5.1.1.3** Committee and Council members not present in meetings but who will be given access to information in relation to a CAB or Committee/Council documents/records or any other assignments for MAURITAS are required to sign a declaration of confidentiality, **F 1.02**, prior to being given access to any such information.

### 5.1.2 Confidential Information

**5.1.2.1** MAURITAS, as a Government department, follows all the policies and rules regarding confidentiality with respect to accreditation information and its clients. This will include information obtained or created during the accreditation process. Disclosure of information in the public domain is done after informing the CAB. All information obtained during the accreditation process is considered as proprietary information and considered confidential.

When it is required by law or authorised by contractual arrangements to release information, MAURITAS shall, unless prohibited by law, notify the CAB of the information to be provided.

**5.1.2.2** Information about the CAB obtained from sources other than the CAB (e.g. complainant, regulators, etc.) is confidential between the CAB and MAURITAS. The provider (source) of this information is confidential to MAURITAS and is not shared with the CAB, unless agreed by the source.

**5.1.2.3** All Quality documentation as well as complaints, latest management review, internal audit reports and any other documents/records provided by the CAB prior to the assessment to the Assessment Team are considered confidential information and are deleted/destroyed by the respective members of the Assessment Team after completion of the assessment.

### 5.1.3 Cross Reference

**5.1.3.1** F 1.02, F 2.18, F 2.26, F 2.27.

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## Appendix A: Amendment Table

SN	Section	Amendment
Issue 1, Rev 5		
1.	5.1.1.2	(i) At line 1, “ <b>F2.18</b> ” has been deleted and “as outlined below:... sign the form <b>F 2.27</b> ” has been added (ii) Line 2, “Committee and Council members... access to any such information.” is now a new sub-section 5.1.1.3
2.	5.1.3.1	(i) Reference to form F 2.26 and F 2.27 has been added