

<b>Inspection Unit</b> <b>Processing Development Division</b> <b>Coconut Development Authority</b>	<b>Confidentiality Policy</b> <b>Document No : CDA/PD/INS/MA-007</b>	<b>Issue No : 01</b> <b>Issue date :</b> <b>17/11/2016</b>	<b>Revision No : 00</b> <b>Revision Date :</b> <b>00/00/0000</b>
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All information obtained during the inspection processes, including reports of inspection visits or results of other external assessments, is confidential material not to be discussed or distributed outside of CDA unless expressly approved by Board of Directors or as per delegation of authentication granted by Board of directors or by a Court order.

All communications and documentations relating to inspection activities are held and maintained for the sole and exclusive benefit of the coconut sector. All Board members, officers, personnel, inspectors, committees or any other member shall carefully restrict access to confidential information as is reasonably required and shall not, without prior written approval of Chairman of CDA/ Board of Directors, use for his/her own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or the detriment of CDA, any confidential information.

Such responsibility does not extend to information that is publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the individual; discovered or created by CDA before disclosure by the individual, learned by the individual through legitimate means other than from CDA or is disclosed by the individual with CDAs' prior written approval.

All the documents, summaries or data generated or compiled for the purpose of performing any CDA function are to be maintained by individual staff only as long as needed for the completion of work. Thereafter these documents are considered in a manner appropriate to confidential information.

Any kind of third party information received by CDA staff member is confidential, but will be investigated according to any rules, regulations, policies or procedures.

All parties with access to any confidential information on behalf of CDA must agree to abide by the Statement of compliance with confidentiality upon association with the Inspection Unit.

  
 Director - PD

Coconut Development Authority

Prepared By : Quality Manager	Authorized BY: Director - PD 	Verified By: Assistant Director -PD 	Page 1/1
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