

IPMA-SA CERTIFICATION BODY

CONFIDENTIALITY POLICY

December 2022

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Revision History

This document has been revised as follows:

Document Draft	Summary of Changes	Created / Changed By	Date
V1.0	Final Version for signature	Mark Cawood	29 December 2022

Signoff

Date	Name	Designation	Signature
29/12/2022	Mark Cawood	Head CB	

1 Confidentiality Policy

1.1 Confidentiality

All IPMA-SA CB personnel operating within the framework of the certification system shall sign a confidentiality agreement prior to their involvement with the certification process. This agreement will form part of the contract the individual signs with IPMA-SA CB.

IPMA-SA CB shall ensure that all information obtained during and after the certification process in relation to the Candidate is not disclosed to an unauthorised party without the written consent of the individual involved (Applicant, Candidate or certified person), except where the law requires such information to be disclosed.

Should the IPMA-SA CB be required by law to release confidential information, the person concerned shall, unless prohibited by law, be notified as to what information will be released.

IPMA-SA CB shall not compromise the confidentiality of a Candidate. Where any breach of such confidentiality (including through the loss or theft of confidential assessment materials) is either suspected by IPMA-SA CB or alleged by any other person, and where there are reasonable grounds for that suspicion or allegation IPMA-SA CB shall:

- investigate the breach;
- ensure that its investigation is carried out rigorously, effectively and by persons of appropriate competence who have no personal interest in the outcome;
- so far as possible, establish whether or not a breach of confidentiality has occurred; and
- take steps to recover or control the breach.

1.2 Security

IPMA-SA CB shall assure the security of its examination and assessment materials at all times as well as Candidate-specific material. IPMA-SA CB shall minimise the potential for fraudulent practices by:

- requiring Candidates to sign an agreement indicating their commitment not to release confidential material and information regarding the certification process, e.g. exam questions, workshop content, or interview questions;
- confirming the identity of the Candidate;
- monitoring the certification process and steps being implemented;
- ensuring certification steps are undertaken in a controlled environment and supervised by personnel assigned by IPMA-SA CB;
- implementing procedures to prevent any unauthorised aids from being brought into an assessment area or Candidates gaining access to unauthorised aids during the assessment; and
- monitoring exam results and interview responses for any indication of fraudulent practice.

IPMA-SA CB shall take all reasonable steps to ensure that, in relation to the certifications it makes available:

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- evidence generated by a Candidate in an assessment is generated by that Candidate (or includes evidence generated by that Candidate as a contribution to group work); and
- where an assessment is required to be completed under specified conditions, Candidates complete the assessment under those conditions (other than where any Reasonable Adjustments or Special Consideration require alternative conditions).