

## **CONFIDENTIALITY POLICY**

### **1. PURPOSE OF THIS DOCUMENT**

The purpose of this document is to outline the operator confidentiality policy for Fairtrade Canada.

### **2. APPLICATION**

This document applies to all staff at Fairtrade Canada, including interns, Board members and volunteers as well as contractors with access to confidential information.

### **3. CONFIDENTIALITY**

Except as required by law, regulatory agency, the ISO 17065 norm, or as provided below, Fairtrade Canada will not disclose confidential operator information to third parties.

Confidential Information does not include any information that is or becomes generally available to the public other than as a result breach of this policy.

#### **3.1 Public**

The following information may be disclosed to the public.

##### **3.1.1 Operator Lists**

Operator lists contain the name of the Operator, contact information and information regarding scope and status of its certification or licensing status. It does not include the details of the certification decision.

##### **3.1.2 Aggregated Purchases and Sales Information**

Information about Fairtrade Certified purchases and sales including financial benefits to Fairtrade Certified Producers may be published in aggregated figures in a way that does not indicate the name of the Operator.

#### **3.2 Fairtrade International and FLOCERT**

Fairtrade Canada will share the following information with Fairtrade International, National Fairtrade Organisations, Fairtrade Marketing Organisations and FLOCERT so far as it is necessary to maintain the smooth functioning of Fairtrade Licensing and Certification.

##### **3.2.1 Flow of Goods Reports**

This information includes details of stocks, purchases, sales, and manufacturing including Fairtrade prices and premiums paid. Flow of goods reports may be disclosed to Fairtrade International, FLOCERT, National Fairtrade Organisations and Fairtrade Marketing Organisations.

Fairtrade Canada may disclose to buyers of Fairtrade Certified Products sales to them that were reported by other operators.

Fairtrade Canada may disclose to sellers of Fairtrade Certified Products the purchases from them that were reported by other operators.

#### **3.3 Fairtrade Auditors**

Fairtrade Canada will disclose to the Auditor any information necessary for the Fairtrade Audit.

**4. BOARD INFORMATION**

All information requests from the Board to staff are channelled through the Executive Director. Confidential information can be given to Board if the information is necessary to fulfil a Board function and if there is no conflict of interest with any member of the Board.

**5. CONSENT TO RELEASE**

Fairtrade Canada must receive prior written permission if it would like to disclose any confidential information to any third party. The consent to release must clearly state what information may be disclosed and to whom it may be disclosed. The consent to release should also be time limited.