

## **Confidentiality Statement**

CCCI takes the responsibility for safeguarding the confidentiality of the information obtained or created during the course of validation and/or verification/certification functions relating to the business and technology of the applicant or clients.

All personnel engaged by CCCI shall be bound by the Confidentiality Measures and Security Management as below:

- Legally enforceable agreement or statements are formulated to specify the requirements, contents, time limitation, responsibilities and duties for confidentiality. Personnel carrying out validation and/or verification/certification activities shall sign the confidentiality agreement prior to any appointment.
- CCCI shall distinguish public information from confidential information and shall inform the client, in advance, of the publishing any information in relating to the project. All other information shall be considered as confidential.
- CCCI shall not disclose any information about the project participants who are involved in the CDM project activities and PoAs for which CCCI provided validation or verification/certification services, that is not required to be made publicly available to a third party without the project participant's prior written consent. CCCI shall inform the project participant before releasing confidential information to a third party.
- Confidentiality requirements regarding information from other channels, such as information on handling of complaint, appeals and disputes are specified in "GHG CDM\_Procedure\_003\_Handling of Complaints Appeals and Disputes Procedure". The Quality Manager is responsible for supervising the execution of the confidentiality requirements.
- CCCI has allocated the necessary equipments and facilities for keeping the confidential information, such as project files and records.