

# **CONFIDENTIALITY POLICY**

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

The purpose of this document is to outline the Licensee confidentiality policy for Fairtrade Ireland.

## **2. APPLICATION**

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

## **3. CONFIDENTIALITY**

Fairtrade Ireland will keep all confidential licensee information confidential. All staff, interns, volunteers, board members as well as contractors with access to confidential information, must sign a confidentiality agreement with Fairtrade Ireland.

### **3.1 Licensee Application Information**

Application details are confidential unless otherwise provided for in this document.

### **3.2 Licensing Information**

Fairtrade Ireland may make public which products the licensee is licensed for or delicensed for.

### **3.3 Licensee Contact Information**

The main address, phone number, fax number, website and main email address Fairtrade Ireland may make public on their website unless the licensee requests in writing that this information is not to be public.

### **3.4 Licensee Flow of Goods information**

Fairtrade Ireland will keep confidential all licensee purchase, sales and manufacturing information. However, Fairtrade Ireland may make public sales information aggregated by product (e.g. cocoa, coffee, tea, fresh fruit) and aggregated by quarter. Non-aggregated sales data must attain written consent from the Licensee in order to be made public.

## **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 Ireland 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.

## **6. CERTIFICATION INFORMATION**

Fairtrade Ireland will keep confidential all certification information received from FLOCERT or any other NFO that conducts their own certification.