

RDIC	MANUAL OF THE LABORATORY MANAGEMENT SYSTEM	ML Issue: 01 Date: 01.07.2020 Page: 1/1
Intelligent Communication Infrastructures Laboratory		

Annex 5

MANAGEMENT DECLARATION

on confidentiality policy of the Intelligent Communication Infrastructures Laboratory

Confidential information within the meaning of this Declaration is any business, technical or financial information received in writing, verbally or electronically, including information regarding intellectual property relating to the Intelligent Communication Infrastructures Laboratory and our clients.

Disclosure of confidential information within the meaning of this Declaration is any kind of oral or written statement, transmission of information on paper, electronic or other media, including by mail, fax or e-mail, as well as any other way of disclosing information, including through the mass media, print media or the Internet.

For the implementation of laboratory activities and protection of professional secrecy, the management of the Intelligent Communication Infrastructures Laboratory:

- ◆ declares to its clients and interested parties that it will store the documentation from the laboratory tests conducted in a way that excludes unauthorized access to it by outsiders and insiders;
- ◆ guarantees confidentiality when receiving information about the client obtained from sources other than the client;
- ◆ does not distribute (or authorise other persons or employees of its staff to distribute) in any way confidential information to third parties;
- ◆ involves and ensures the laboratory staff commitment regarding professional secrecy protection by signing a confidentiality declaration;
- ◆ obligates its staff not to disclose, hide or destroy documentation and information related to the implementation of the object of activity, trade secrets of the laboratory or third parties, as well as those that are necessary for revealing the objective truth and protecting the interests of the laboratory and its employees to third parties and our clients.

The confidentiality obligations are not limited in time and will not apply to information:

- o which is transmitted at the request of a competent authority (according to the Law on Access to Public Information);
- o which the client makes public;
- o upon prior agreement between the laboratory and the client;
- o that has been publicly disclosed or has been acquired by third parties;
- o which can be proven to have been known before the date of this obligation.

As Head of the Intelligent Communication Infrastructures Laboratory, I declare my personal participation and responsibility for creating the necessary prerequisites so that the Policy announced to be understood, publicised, applied and maintained at all levels in the laboratory, with the conviction that it will ensure its permanent rise and development.

APPROVED BY: Signed
/ Prof. V. Pulkov/
Head of the Intelligent
Communication Infrastructures
Laboratory