



Confidentiality and Information Security Policy

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Document status: Approved institutional policy for public reference. This document describes IRCP's internal framework and does not, by itself, constitute an external accreditation certificate.

Purpose and scope

This policy protects personal data, candidate records, examination materials, evaluation evidence, decisions, organizational information and system credentials managed by IRCP.

Information classification

Classification	Examples and handling
Public	Approved policies, public verification data and published organizational information.
Internal	Procedures, planning records, internal reports and operational communications.
Confidential	Applications, evidence, scores, complaints, appeals, contracts and personnel records.
Restricted	Passwords, authentication factors, security keys, backups and sensitive investigation materials.

Access and disclosure

Access is granted according to role and legitimate need. Public verification shall disclose only the fields approved for publication, such as name, certificate number, scope, dates and status. Contact details, identity documents, scores and internal recruiter assessments shall not be exposed through the public registry unless a separate lawful basis and explicit authorization exist.

Confidential information may be disclosed to an authorized appeal or oversight function, a competent authority where legally required, or a person expressly authorized by the data subject or organization.

Records, retention and incidents

IRCP maintains reliable records of certification activities, decisions, changes, publication authorizations and access where technically available. Data retention periods shall be defined by record type and legal need. Suspected unauthorized access, loss, alteration or disclosure shall be reported to the secretariat and investigated with corrective action.

Approval and review

This document is approved by the IRCP governing authority and is reviewed at least annually, or whenever a material change affects the organization, its certification schemes, its risks or its legal and regulatory context.

Prepared by	IRCP Secretariat
Approved by	IRCP Governing Authority
Next scheduled review	01 September 2027
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