



**IQNet improves your data protection
and privacy - everywhere**



GoodPriv@cy®

Trustworthiness in business



For information please contact:
IQNet Secretariat
Bernstrasse 103, P.O. Box,
CH-3052 Zollikofen, Switzerland
phone: +41 31 910 35 90 fax: +41 31 910 35 99
E-mail: headoffice@iqnet.ch

or visit the IQNet website
with links to all IQNet partners
www.iqnet-certification.com

©Copyright by IQNet, Zollikofen/Switzerland Printed in Italy, 2003-07-01



THE INTERNATIONAL CERTIFICATION NETWORK: THE ASSOCIATION OF WORLD'S FIRST CLASS CERTIFICATION BODIES

General

Data protection and privacy (DPP) are becoming increasingly significant quality factors in business. It strongly affects the trustworthiness of a company or a public organisation. The IQNet GoodPriv@cy® specification integrates data protection and related information security requirements in a Data Protection Management System (DMS). It supports an organization to manage its data protection and information security aspects proactively and efficiently.

The GoodPriv@cy® Label testifies that the authorised user

- maintains a functioning data protection management system
- meets statutory and contractual requirements for data protection and the related information security
- continually improves the processes relevant to DPP

The GoodPriv@cy® Label allows private and public organisations to document objectively and communicate effectively their own DPP performance vis-à-vis its customers and stakeholders. It's the way to safeguard reputation.

Benefits

Using GoodPriv@cy® and being awarded the GoodPriv@cy® Data Protection Label brings the organisation numerous benefits in areas such as risk minimisation, improvement of public image and increased competitiveness e.g.

- better awareness and efficient handling of DPP aspects
- use of privacy friendly methods and techniques
- adequate information security organisation
- ability to demonstrate compliance with data protection requirements

- simplified dealings with authorities and business partners
- identification of improvement potential for the whole organisation
- safeguarding and enhancing reputation and image of the organisation
- combined auditing with other management system disciplines
- strategic focus of DPP within the organisation

Conduct of the GoodPriv@cy® audit

The requirements to be met to obtain the GoodPriv@cy® Data Protection Label include the following:

- a formulated and implemented data protection policy
- an operational and documented data protection management system
- compliance with all legal or contractual data protection requirements
- provision of the information security by appropriate organisational, staff and technical measures
- effective control and monitoring of processes
- evaluation and continuous improvement of DPP

The specific focus on data processing aspects includes e.g.

- admissibility of data processing
- good faith
- lawfulness of data processing
- appropriateness of the purpose
- suitability, accuracy and currency
- limitation on storage and use
- transmission to other countries
- order processing

The specific focus on information security aspects includes e.g.

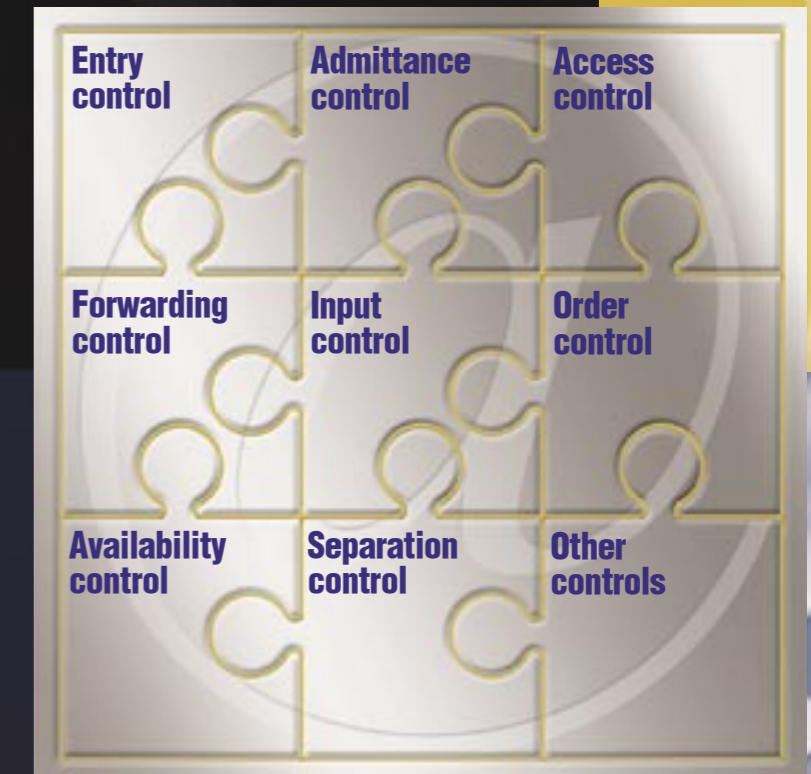
- safeguarding confidentiality, integrity, availability and authenticity of personal data
- 9 control fields for data security (see picture)
- the consideration of privacy friendly techniques for improvements

The purpose of the certification procedure is:

- to verify that personal data and information security is being handled in accordance with the applicable data protection laws and further requirements to which an organization subscribes
- to assure that the contribution to the continuous improvement is made
- that the management system for DPP is complete (plan-do-check-act), understood and effective in the entire organisation

Provided that your organisation is already applying a management system (e.g. ISO 9001, BS 7799-2, etc.), the GoodPriv@cy® audit can be carried out in combination with these.

The 9 control fields for information security



5. Implement the organization and assign the DPP tasks and responsibilities
6. Build the DPP awareness and competency
7. Provide for accurate processes (to integrate with existing process management)
 - a. monitoring and control of processes
 - b. deviations and improvements
 - c. internal and external communication
 - d. documents and data control
 - e. management system
8. Conduct internal audits
9. Review the results of the system for DPP and improve
10. Conduct the external certification audit with your IQNet partner

GoodPriv@cy® requirements

Data protection Management System

Data protection laws regulations

Protected:
Natural person and legal entities

Danger:
Violation of personal and constitutional right

Information Security

Protected:
Hardware, Software and data

Danger:
Loss of confidentiality, availability, integrity and authenticity

Preparing steps for acquiring the GoodPriv@cy® label

1. Identify the DPP relevant objects and the legal and other requirements
2. Determine the involved processes and evaluate the related risks
3. Drawing up the policy for DPP
4. Set objectives and implement measures for compliance and further development of DPP



The IQNet partner SQS is a member of the GoodPriv@cy® Label body which is situated in Switzerland.