Confidentiality Policy

Bureau of Fitness Standards · bureauoffitness.org

Document	BFS-POL-03 · Confidentiality Policy
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Scope

All information obtained or created during certification, accreditation, complaints and appeals, except information that BFS publishes by agreement or is required by law to disclose.

2. Commitments

- Everyone working for BFS signs a confidentiality undertaking before they see confidential information.
- Information about a candidate or provider is not disclosed to a third party without written consent, except where the law requires it; the person is told unless the law forbids it.
- Examination items, answer keys, marking schemes and item statistics are secret. They are kept in access-controlled systems and only named people may see them.
- Candidates agree not to copy, share or disclose examination content.
- Information from complaints is shared only with those who need it to handle the complaint.

3. What is public

The public register shows: name, BFS ID, scheme, status (certified, suspended, withdrawn, expired), award and expiry dates, and for providers, approval scope and dates. Nothing else is published about an individual without consent.

4. Breaches

Any suspected breach is reported at once to BFS management, recorded, investigated and, where personal data is involved, handled under the privacy notice.