

	CONFIDENTIALITY POLICY	Policy Number: PY-02
		Revision Number: 00
		Effective Date: 10.12.2021

Employees, Auditors and Technical Expert Requirements

All information received by or available to **QCert Singapore** Employees, Auditors, Technical Experts or Committee Members (in whatever format) received in conducting audit activities, or during other Certification Activities, or during any dealings with an organization for any other reason shall be regarded as strictly confidential and shall not be divulged to any 3rd Party (unless specified in ISO 17021-1:2015) without the express permission of the organization or individual concerned. The requirement to keep any confidential information will also include any organization that has a Legitimate right to audit or inspect **QCert Singapore**. Where **QCert Singapore**, is required by law to release confidential information to a third party of a client or individual concerned shall, unless regulated by law, be notified in advance of the information provided however where the organization is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers or the environment **QCert Singapore**, reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of Certification Director / Certification Manager.

Access to Records

Either all records will be retained in a secure manner, only accessible to authorized employees via paper records or password controlled electronic records. Personnel of external bodies or individuals acting on behalf of QCert Singapore will be limited to accessing information produced by them in conducting an audit. Records will only be made available to organizations who can demonstrate a legitimate (and legal) right to view those records and specifically to Accreditation Bodies.

Confidentiality Declarations

All Employees, Auditors, Technical experts, Managers and Committee Members will be required to agree to **QCert Singapore** confidentiality policy and sign a confidentiality agreement. Personnel of external bodies or individuals acting on behalf of QCert Singapore will also sign an agreement, which also contains the responsibility to maintain confidentiality.