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|  | <b>African Certification and Testing</b><br>1 Klaasen Street, Merrivale<br>Howick, Kwa Zulu Natal, 3291<br>Tel: 033 3303418 | No.          | PY02       |
|   |   | Revision No. | 02         |
|   |   | Date         | 07-06-2018 |
| <b>Confidentiality Policy Statement</b>   |   |              |            |

Any information obtained during the conduct of evaluation activities, or during other certification activities, made available to African Certification and Testing (ACT) staff, sub-contractors or committee members (in whatever format) is regarded as strictly confidential and shall not be divulged to any 3<sup>rd</sup> party (unless specified in the requirements of applicable ISO/IEC standards, e.g. ISO/IEC 17065 and ISO/IEC 17021-1) without the express permission of the organisation or individual concerned.

Should ACT be required by law to release confidential information to a third party the client or individual concerned shall, unless regulated by law, be notified in advance of the information provided

However, where the organisation is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers or the environment, ACT reserves the right to immediately report any such incident to the relevant authority. When an incident presents itself, the Managing Director of ACT will inform the client's Director the occurrence prior to reporting it to the applicable authority. (This application fulfils the statutory duties of Directorship as per the Companies Act of 2008).

Access to records:

All records will be retained in a secure manner, only accessible to authorised staff. Sub-contractors will be limited to information produced by them in conducting an evaluation.

Confidentiality declarations:

All staff, Sub-Contractors, Managing Director and Committee Members are required to agree to the ACT confidentiality policy and sign a confidentiality agreement.



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| Originator      | Signature          | Approved by       | Signature          | Page 1 of 1 |
| Quality Manager | <i>[Signature]</i> | Managing Director | <i>[Signature]</i> |             |