

ACQ FOR QUALITY & STANDARDIZATION CERTIFICATES ISSUING SERVICES L.L.C is responsible, through legally enforceable agreements, for the management of all information obtained or created during the performance of certification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf.

ACQ FOR QUALITY & STANDARDIZATION CERTIFICATES ISSUING SERVICES L.L.C will inform the client, in advance, of the information .

intends to place in the public domain. All other information, except for information that is made publicly accessible by the client, will be considered confidential.

Except as required in the ISO/IEC 17021 standard, information about a particular certified client or individual will not be disclosed to a third party without the written consent of the certified client or individual concerned.

When **ACQ FOR QUALITY & STANDARDIZATION CERTIFICATES ISSUING SERVICES L.L.C** is required by law or authorized by contractual arrangements (such as with EIAC) to release confidential information, the client or individual concerned will, unless prohibited by law, be notified of the information provided.

Information about the client from sources other than the client (e.g. complainant, regulators) will be treated as confidential. Personnel, including any committee members, contractors, personnel of external bodies or individuals acting on **ACQ FOR QUALITY & STANDARDIZATION CERTIFICATES ISSUING SERVICES L.L.C's** behalf, shall keep confidential all information obtained or created during the performance of the certification body's activities except as required by law.

ACQ FOR QUALITY & STANDARDIZATION CERTIFICATES ISSUING SERVICES L.L.C have its own processes, equipment and facilities that ensure the secure handling of confidential information.

Access to Records:

All records will be retained in a secure manner, only accessible to authorized staff via either paper records or password-controlled electronic records. Sub-contractors 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 staff, Subcontractors, General Managers and Committee Members will be required to agree to **ACQ FOR QUALITY & STANDARDIZATION CERTIFICATES ISSUING SERVICES L.L.C**, confidentiality policy and sign a confidentiality agreement. Sub-contractors will also sign an agreement which also contains the responsibility to maintain confidentiality.

Quality assurance manager () - General Manager ()