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|  | ACE QUALITY ASSESSORS | REF NO. REV. NO. DT OF ISSUE PAGE NO. |
| PREPARED BY DT. | Title: PROCEDURE OF MAINTAINING CONFIDENTIALITY | APPROVED BY DT. |

1.TITLE -- To establish and maintain documented procedure of Maintaining Confidentiality with client.

2.Purpose –

To maintain and ensure confidentiality of the clients document and data collected for certification purpose

3.Scope – All type of data related to the certification of AQAs client.

4.Responsibility

The CEO / ED d is responsible for ensuring all personnel are aware of the importance of confidentiality

5. Procedure

5.1 All Management System Certification services (MSCS) ensure full confidentiality of their applicants'/licensees'- confidential material or information held by the AQA MSCS. Each applicant/licensee file are maintained separately system wise, and no comparison shall be made by MSCS personnel between findings of audits in one applicant/licensee to those of another/system.

5.2

All personnel who may gain access to confidential information are bound by a legally enforceable confidentiality agreement not to disclose any information considered to be confidential by the applicant/licensee without written agreement of the applicant/licensee and to take the utmost care in filing and handling of confidential information.

5.3 Whenever it is required to release the confidential information required by law or authorized by contractual agreement, the client or individual concern shall, unless prohibited by law, be

notified of the information provided. Information about the client from sources other than the client shall be treated as confidential.

5.4 The confidential information shall be under the custody of authorized person to secure its confidentiality.

5.5 All team leaders and auditors are bound by a code of professional ethics which, together with contractual arrangements with everyone, remains in force at all times.

5.6 All personnel including external auditing personnel are required to keep all information confidential as per Auditor obligation form, particularly from fellow employees and from their other employers.

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6.1 Confidentiality statements

Auditor Obligations(Confidentiality Statement)

We, the undersigned auditors, hereby agree to the following:

1. Non-Disclosure: We will not disclose any confidential information to third parties without the explicit written consent of the audited organization, except as required by law or regulatory authorities.

2. Purpose Limitation: We will use the confidential information exclusively for the purpose of conducting the audit and not for any personal or other business purposes.

3. Security Measures: We will implement appropriate security measures to safeguard confidential information against unauthorized access, loss, or misuse.

4. Return or Destruction: Upon completion of the audit or upon request by the audited organization, we will return or securely destroy all confidential information in our possession.

Exceptions

This confidentiality obligation does not apply to information that:

Is publicly available at the time of disclosure or becomes publicly available through no fault of the auditors.

Is lawfully obtained from a third party without breach of confidentiality obligations.

Is required to be disclosed by law, regulation, or court order, provided that the audited organization is given prompt notice of such requirement and an opportunity to seek a protective order or other appropriate remedy.

6.2 Acknowledgment

We acknowledge that any breach of this confidentiality statement may result in disciplinary action, legal proceedings, and/or other consequences as deemed appropriate by the audited organization and relevant authorities.

Agreement

By signing below, we agree to abide by the terms and conditions outlined in this Confidentiality Statement.

Auditor's Name: _____

Auditor's Signature: _____

Date ;

7. Reference and Records:

