

	CCIC MIDDLE EAST FZE Exhibit – Confidentiality policy	No.	E/SYS/07
		Rev. No.	01
		Date	16-10-2023

Staff and Subcontractor Requirements

All information received by or available to **CCIC** staff, subcontractors, or committee members (in whatever format) received in conducting evaluation activities, 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/IEC 17065:2012) without the express permission of the organization or individual concerned. The requirement to keep confidential any information will also include any organization that has a legitimate right to evaluate or inspect **CCIC**

Where **CCIC** is 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 organization is seen to be operating contrary to legal requirements or has operating practices that pose a danger to staff, customers or the environment **CCIC** reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of a General Manager.


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. Subcontractors will be limited to accessing information produced by them in conducting an evaluation. 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 Manager, and Committee Members will be required to agree to the **CCIC** confidentiality policy and sign a confidentiality agreement. Subcontractors will also sign an agreement which also contains the responsibility to maintain confidentiality.

Information about the client obtained from sources other than the client (e.g. from the complainant or from regulators) shall be treated as confidential.

Prepared By	Approved By	Signature	Page
Management Representative	General Manager		1 of 1