

Confidentiality Policy

All information received by or available to CertX SA (Pty) Ltd. personnel (internal and external) or committee members (in whatever format) in conducting audit activities, or during other certification activities, or during any dealings with an organisation for any other reason shall be regarded as strictly confidential and shall not be divulged to any 3rd party (unless required by law or our accreditor) without the express permission of the organisation or individual concerned. The requirement to keep confidential any information will also include any organisation that has a legitimate right to audit CertX SA (Pty) Ltd.

Where CertX SA (Pty) Ltd. 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 organisation is seen to be operating contrary to legal requirements or has operating practices which pose a danger to personnel, customers or the environment, CertX SA (Pty) Ltd. reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of the Managing Director.

All records will be retained in a secure manner, only accessible to authorised personnel. External personnel will be limited to accessing information produced by them in conducting an audit. Records will only be made available to organisations who can demonstrate a legitimate (and legal) right to view those records and specifically to Accreditation Bodies. eg SANAS.

All personnel (internal and external), Directors and Committee Members will be required to agree to CertX SA (Pty) Ltd. confidentiality policy and sign a confidentiality agreement. External personnel will also sign an agreement which also contains the responsibility to maintain confidentiality.

Approved by: Hein Jonck
Managing Director


Signature

2021/10/25
Date