



## **OEQ Certification Pvt. Ltd.**

### **CONFIDENTIALITY POLICY**

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- ❖ OEQ shall be responsible 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.
- ❖ The OEQ shall inform the client, in advance, of the information it intends to place in the public domain. All other information, except for information that is made publicly accessible by the client, shall be considered confidential.
- ❖ Except as required in this part of as per requirement, information about a particular certified client or individual shall not be disclosed to a third party without the written consent of the certified client or individual concerned.
- ❖ When OEQ is required by law or authorized by contractual arrangements (such as with the accreditation body) to release confidential information, the client or individual concerned shall, unless prohibited by law, be notified of the information provided.
- ❖ Information about the client from sources other than the client (e.g., complainant, regulators) shall be treated as confidential, consistent with the OEQ's policy.
- ❖ Personnel, including any committee members, contractors, personnel of external bodies or individuals acting on the OEQ's behalf, are bounded with the confidentiality agreement (Code of Conduct) to ensure the confidentiality of client information.