



**ALIGNED GLOBAL ASSURANCE
QUALITY & STANDARDIZATION
CERTIFICATE
QUALITY MANAGEMENT SYSTEM**

Doc No.: AGA-MS-C-POL-04

Issue No.	1
Revision No.	0
Issue Date	14.08.2020
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CONFIDENTIALITY POLICY

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Confidentiality Policy

Aligned Global Assurance Quality & Standardization Certificate is legally obligated to maintain confidentiality and privacy of all personal and commercial information and records under the Article 379 of the UAE Penal Code. Aligned Global Assurance Quality & Standardization Certificate will follow the legislation in all matters relating to the collection, secure storage, use and disclosure of all information and records; whether personal or commercial in confidence; as gathered by authorised personnel for the purposes of conducting certification and audit business.

All personal or commercial information received by, or available to, International Certifications Limited, its' Top Management, Committee Members, employees or contractors while conducting audit activities, other certification activities, or conducting business with an organisation for any other reason will be regarded as strictly confidential and shall not be divulged to any third party. This includes any information obtained about the client from sources other than the client, such as from a complainant or regulators.

When Aligned Global Assurance Quality & Standardization Certificate is required by law, or authorised by contractual arrangements (such as an accreditation or regulatory body), Aligned Global Assurance Quality & Standardization Certificate will release the required confidential information as advised. The client or any individual concerned will, unless prohibited by law, be notified of the request and the type of information provided.

Where an organisation is reasonably assessed to be operating contrary to legal or regulatory requirements or has operating practices that pose, or potentially pose, a danger to their participants, the community, AGA employees and contractors or the environment, Aligned Global Assurance Quality & Standardization Certificate reserves the right to immediately report any incident to the relevant authority verbally and in writing. Such reporting will be undertaken within established timeframes by the officer or contractor on site immediate after authorisation by the Managing Director who will grant personnel immediate verbal and then written permission.

All records required for the purpose of conducting business and for certification purposes will be retained in a secure manner on local password protected computers and accessible to Aligned Global Assurance Quality & Standardization Certificate authorised employees and contractors only. Contractors, when conducting their contracted audit activities with an organisation, will have authorised, time limited access to any information and records that are relevant to that contracted activity. Records of all activities relating to audit or other related activities kept by Aligned Global Assurance Quality & Standardization Certificate will only be made available to organisations or persons who can demonstrate in writing a legitimate (and legal) right to view those records.



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All members of Top Management, Committee Members, employees and contractors will be required to agree to Aligned Global Assurance Quality & Standardization Certificate Policy sign an annual Confidentiality Agreement.

Managing Director