

Code	QTC-QP-2.0
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Quality Techno Certification

Confidentiality Policy



Through legally enforceable agreements, quality Techno Certification (QTC) is responsible for managing all information obtained or created during certification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf.

Quality Techno Certification (QTC) will inform the client of the information intended to be placed in the public domain. All other information, except for publicly accessible information by the client, will be considered confidential.

Except as required in the ISO/IEC 17021 standard, information about a particular certified client or individual will not be disclosed to a third party without the written consent of the certified client or individual concerned.

When Quality Techno Certification (QTC) is required by law or authorized by contractual arrangements (such as with SAAC) to release confidential information, the client or individual concerned will, unless prohibited by law, be notified of the information provided.

Information about the client from sources other than the client (e.g., complainant, regulators) will be treated as confidential. Personnel, including any committee members, contractors, personnel of external bodies, or individuals acting on Quality Techno Certification (QTC)'s behalf, shall keep confidential all information obtained or created during the performance of the certification body's activities except as required by law.

Quality Techno Certification (QTC) has its own processes, equipment, and facilities that ensure the secure handling of confidential information.

Access to Records:

All records will be retained securely only accessible to authorized staff via paper or password-controlled electronic records. Sub-contractors will be limited to accessing information they produce in conducting an audit. Records will only be made available to organizations that can demonstrate a legitimate (and legal) right to view those records, specifically to Accreditation Bodies.

Confidentiality Declarations:

All staff, Subcontractors, General Managers, and Committee Members will be required to agree to Quality Techno Certification (QTC) and confidentiality policy and sign a confidentiality agreement. Sub-contractors will also sign an agreement with the responsibility to maintain confidentiality.

Managing Director

Ahmed Almaslamani

A handwritten signature in blue ink, appearing to read 'ahmed', is enclosed within a blue oval scribble.