



## Confidentiality Policy Statement

### Confidentiality Policy

**GGC** is committed to protecting confidential or proprietary information related to certified clients, products, facilities, organization and procedures in conducting certification.

All information available to **GGC** certification personnel during auditing, certification or dealing with an organizations or certified clients obtained either through the

client, its representatives or from sources for any reason, except for information that the organizations or clients makes publicly available shall be treated as confidential.

This information shall not be disclosed to any party without the appropriate written consent, unless as required by the accreditation requirements, regulation or law.

### Access to Records

**GGC** shall retain all records related to certified clients, products, facilities, organization and procedures in conducting certification in a secure manner, only accessible to authorised **GGC** certification personnel either paper records or password controlled electronic records. **GGC** segregated records of certified clients or organizations from the others and no comparisons are made between them. **GGC** certification personnel who have access to confidential information are bound by a confidentiality agreement not to disclose any information considered to be confidential and to take the utmost care when handling confidential information.

### Declaration of Confidentiality

**GGC** top management, all personnel, including external auditors and external technical experts, and its employees are committed to ensure for the effective implementation of this policy.

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17<sup>th</sup> September, 2018