



Document owner: General Manager
Document approver: Director

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KQ Certification Ltd.
Confidentiality Policy

1.0 Purpose

This Policy document serves to set the principles that KQ Certification Limited (KQ Certification) operates within to manage confidential information.

2.0 Scope

This policy applies to the full scope of KQ Certification operations, Certification activities and geographies in which it operates.

The Certification process offered by KQ Certification is applicable to manufacturing and service organisations, in public and private sectors and is administered in a non-discriminatory manner.

This process is designed to provide the client service of system assessment and Certification by assessing and monitoring the client’s definition and implementation of their management System in an objective and impartial manner, against the audit criteria defined.

KQ Certification’s management system is maintained in accordance with, the current requirements of:

- ISO/IEC 17021 series, including the management system requirements of 17021-1 - option A.
- IAF Mandatory Documents
- Accreditation body specific requirements

3.0 Responsibility and authority

Responsibility	
Director	The Director has ultimate responsibility for approval of the Certification Body’s Confidentiality Policy and decisions related to it.
General Manager	The General Manager has responsibility for the definition of the Certification Body’s Confidentiality policy, processes, and controls. In addition, the General Manager has responsibility for coordinating the implementation of the Certification Body’s Confidentiality policy.
Employees and contractors	Employees are each individually responsible, relative to their role, for the implementation of the Certification Body’s Confidentiality policy, processes, and controls, in accordance with their contractual obligations.
Contractors	Individual Contractors are each individually responsible, relative to their role, for the implementation of the Certification Body’s Confidentiality policy, processes, and controls, in accordance with their contractual obligations.
Sub-contractors	Subcontracting organisations, if used, are responsible, relative to their role, for the implementation of the Certification Body’s Confidentiality policy, processes, and controls, in accordance with their contractual obligations.
Authority	
Director	The Director has ultimate authority for the implementation of processes and controls that reflect the organisation’s Confidentiality Policy (this document). This authority may be delegated to the General Manager as required.
General Manager	The General Manager, under the authority of the Director, has operational authority for the implementation of processes and controls that reflect the organisation’s Confidentiality Policy (this document). This extends to orientation of new recruits (employee and contract) to the organisation.

4.0 Reference documents

ISO 17021-1:2015: Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements

IAF Mandatory documents As applicable

Accreditation body specific requirements As applicable to the accreditation held.

5.0 Policy

In accordance with its policy, KQ Certification will safeguard the confidentiality of all information obtained or created during the performance of Certification activities. This policy is being enforced through the establishment of legally enforceable confidentiality agreements with all personnel, either permanent, contractual or members of any committees, and sub-contracted organisations, involved in Certification activities, as well as the establishment of processes designed to ensure the secure handling of confidential information (see F002-1 - Confidentiality and Non-Conflict of Interest Agreement).

If, for any reason, some confidential information needs to be disclosed to a third party, KQ Certification will first notify the affected client(s) (see F101-1 - Certification Agreement).

Except as required in the applicable accreditation documents, KQ Certification shall obtain written consent from the client or individual for disclosing information to a third party. Where required by law or authorized by contractual arrangements (such as with the accreditation body) to release confidential information to a third party, KQ Certification will, unless regulated by law, notify the Client or individual concerned of the information provided.

6.0 Records

Records in relation to the management of Confidentiality are maintained for a minimum of seven years, in accordance with the Records Management Policy P005.

Revision log		
Revision	Description of Change	Release Date
0.1	First draft	22 nd March 2024
1.0	First issue	28 th March 2024
1.1	Updated for readability	9 th May 2024