



Policy for Confidentiality

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GSC informs the persons, in advance, of the information it tends to place in the public domain. All other information, except for information that is made publicly accessible by the client, is considered confidential. Refer to the procedure for information management P-08.

GSC makes arrangements to safeguard the confidentiality of the 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, through legally enforceable undertaking (Declaration of Independence, Impartiality, Conflict of Interest and Confidentiality statement FMP08/01).

GSC ensures that:

- a) Any information acquired during the certification process is not divulged to a third party.
- b) All documents and computer data containing information relating to the certification process are kept in a secure environment all times, to maintain confidentiality and prevent damage or deterioration.
- c) During use, confidentiality and security of all documentation and computer data is maintained through security filing and computer pass words.
- d) GSC will not put the complaint in public domain without the consent of client & complainant unless it is legally required to make it available in public domain.

Approved By, CEO
04th Feb, 2023