

	<b>Confidentiality Policy</b>	Document No:	UCI-POL 002
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		Page No:	1 / 1

## **Confidentiality Policy**

All the department within the United Certification Inc. structure, including the established boards, auditors / inspectors who audit/inspect on behalf of United Certification Inc., and technical experts are all liable to secure the confidentiality of information during the certification process.

The confidentiality and security relating to certification activities have been guaranteed by concluding contracts with auditors, inspectors and technical experts.

United Certification Inc. has enforceable arrangements requiring all personnel to conform to the defined applicable policies and implement processes. The arrangements address aspects relating to confidentiality and impartiality and require all personnel to notify United Certification Inc. of any existing, prior or foreseeable relationships, which may compromise impartiality.

The declaration is received from all of the personnel who are employed in any certification activity regarding any kind of confidentiality, security, commercial and financial independence, and impartiality. In addition to this, statements are requested from the assessors regarding the current or previous relations with the organizations that they will assess .

### **Confidential Information**

All the constituent department of United Certification Inc., including established -experts, auditors / inspectors who perform audits / inspects on behalf of United Certification Inc., and technical experts are under obligation to secure the confidentiality of information obtained during the certification process. United Certification Inc. does not release confidential information without the written consent of customers unless the law requires the release of the information related to customers without written consent.

United Certification Inc. does not release confidential information without the written consent of customers unless the law requires the release of the information related to customers without written consent. When United Certification Inc. is required by law or authorized by contractual arrangements to release confidential information, the customers is, unless prohibited by law, notified of the information provided.

Information on customers and auditors/inspectors/technical experts are protected by United Certification Inc. under the Law on Protection of Personal Data, and not divulged to third parties unless consented by the relevant parties or required by law.

In addition, information about the customers obtained from sources other than the customers such as complainants, regulators, legal authorities etc. is also confidential. The identity of the source is not shared with the customers unless consented to by the source.

All people acting on behalf of United Certification Inc. including United Certification Inc.'s personnel, experts (assessors/inspectors/technical experts), committee members, or certification body staffs are responsible for keeping confidential all information obtained or created during the performance of the certification body's activities, except as required by law.

All physical and administrative measures have been taken and arrangements have been established in order to store the records of the management system and certification safely and in order to maintain confidentiality in every stage of the certification process, providing the guaranteed authorized accessibility in a specific period of time for the requested records.