







Confidentiality Policy

QPT03

Reviewed by	Operations Director		Review Date	16/02/2024
Approved by	Managing Director		Approval Date	16/02/2024
Date of Implementation	01/09/2021		Revision No/Issue No.	0 / 2

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1. Introduction

- 1.1. IBRATSA is committed to operating within the dictates of the laws and regulations of South Africa, its own policies, and the requirements of the ISO17021-1: 2015 in delivering its conformity assessment and training services to client.
- 1.2. We are committed to keeping confidential all documents generated during our business activities.

2. Scope of Application

- 2.1. This policy applies to all permanent, fixed term contract and temporary staff, independent contractors, sub-contractors, or committee members at IBRATSA.



3. Responsibility

- 3.1. The Human Resources Manager is accountable for ensuring the implementation of and adherence to this policy.

4. Policy Statement

4.1. Information requirement

- 4.1.1. All information (in whatever format) received by or available to IBRATSA staff, independent contractors, sub-contractors or committee members in conducting certification activities, or training or during any dealings with an organisation for any other reason must be regarded as strictly confidential and must not be divulged to any 3rd party without the express permission of the client or individual concerned.
- 4.1.2. The requirement to keep confidential any information, also includes any organisation that has a legitimate right to audit or inspect IBRATSA's activities and premises.
- 4.1.3. Where IBRATSA is required by law to release confidential information to a third party the client or individual concerned shall, unless regulated by law, be notified in advance of the information being released.

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4.1.4. However, where the client is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers, or the environment, IBRATSA reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of an IBRATSA Director.

4.2. Access to records



4.2.1. All records shall be retained in a secure manner, only accessible to authorised staff via either paper records or password controlled electronic records. Independent contractors will be limited to accessing information produced by them in conducting an audit. Records will only be made available to organisations who can demonstrate a legitimate (and legal) right to view those records and specifically to Accreditation Bodies. e.g SANAS, SAATCA etc

4.3. Confidentiality declarations

4.3.1. All staff, Sub Contractors, Directors and Committee Members are required to agree to IBRATSA confidentiality policy and sign [an Impartiality, Conflict of Interest Confidentiality and Non-disclosure Agreement \[AGT02\]](#). Sub-contractors also sign an agreement which also contains the responsibility to maintain confidentiality.



5. References

[AGT02-Impartiality, Conflict of Interest, Confidentiality and Non-disclosure Agreement](#)

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6. History of Document Changes

Rev No./ Issue No.	Date	Description of Changes	State (Approved / Not Approved)	Change Initiator (Initials)	New Rev No./ Issue No.
0/1	01/09/21	Initial Release	Approved	FM	0/1
0/1	16/02/24	Change of QMS document reference Number and updating Confidentiality policy to be specific to training.	Approved	FM	0/2

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