

AUS-QUAL Pty Ltd

CONFIDENTIALITY POLICY

- Unless otherwise stated, all information supplied to AUS-QUAL by a client organisation shall be treated as confidential.
- AUS-QUAL shall only disclose confidential information to a third party under the following circumstances:
 - with the written consent of the client organisation concerned, or
 - for the purpose of meeting requirements by JAS-ANZ for AUS-QUAL's accreditation as a certification body (e.g. Register of Certified Firms), or
 - where required by law.
- AUS-QUAL staff and contractors may only hold copies of confidential documents (e.g. relevant audit reports) where they are able to provide reasonable security for those documents.
- Obsolete confidential documents and records shall be made illegible prior to disposal.

CONTROLLED DOCUMENT