# PY02 Confidentiality Policy

RCA confidentiality policy explains how we expect our employees and sub-contractors to treat confidential information. Employees will unavoidably receive and handle personal and private information about clients, partners, and our company. We want to make sure that this information is well-protected.

**Purpose-** RCA commits to protecting all information because we take legal and ethical responsibility as guided by the principle of confidentiality.

**Scope-** This policy affects all RCA personnel; including employees, supervisory board & committee members, investors, contractors, and volunteers who may have access to any confidential information in our custody.

**Staff and Sub contractor Requirements**

All information received by or available to React Cert Africa Ltd staff, sub-contractors or committee members (in whatever format) received in conducting audit activities, or during other certification activities, or during any dealings with an organisation for any other reason shall be regarded as strictly confidential and shall not be divulged to any 3rd party (unless specified in ISO/IEC 17021–1:2015 or ISO 17065:2012) without the express permission of the organisation or individual concerned. The requirement to keep confidential any information will also include any organisation that has a legitimate right to audit or inspect React Cert Africa Ltd

Where React Cert Africa Ltd 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 provided.

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

**Access to Records**

All records will be retained in a secure manner, only accessible to authorised staff via either paper records or password controlled electronic records. Sub-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 and RvA

**Confidentiality Declarations**

All staff, Sub Contractors, Directors, and Committee Members will be required to agree to React Cert Africa Ltd confidentiality policy and sign a confidentiality agreement. Sub-contractors will also sign an agreement which also contains the responsibility to maintain confidentiality.