

CONFIDENTIALITY POLICY

EPAC staffs, inspector, experts, or committee members received in conducting audit activities, or during other certification activities, or during any dealings with an organization for any other reason shall be regarded as strictly confidential and shall not be brought out to any 3rd party (unless specified in ISO/IEC 17065) without the express permission of the organization or individual concerned. The requirement to keep confidential any information will also include any organization that has a legitimate right to inspect EPAC.

DISCLOSURE

EPAC 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 in accordance with SFDA GMP products requirements.

Information about a client shall not be disclosed to a third party without the written consent of the client concerned. This will not bind the information shared according to the requirements of ISO/IEC 17065.

When EPAC is required by law or by authorized by contractual arrangements (such as with SFDA Accreditation Body) to release any confidential information, the client or the individual concerned shall be notified of the information provided unless until prohibited by law.

However, where the organization is seen to be operating contrary to SFDA legal requirements or has operating practices which pose a risk to staff, customers or the environment EPAC reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of the Certification Manager.

ACCESS TO RECORDS

All records will be retained in a secure manner, only accessible to authorized staff via either paper records or password controlled electronic records. Sub-contractors who belong to EPAC will be limited to accessing information produced by them by conducting an inspection. Records will only be made available to organizations who can demonstrate a legitimate (and legal) right to view those records and specifically to the Accreditation Body.

CONFIDENTIALITY DECLARATION

All staff, Subcontractors, Directors and Committee Members will be required to agree to EPAC confidentiality policy and sign a confidentiality agreement.

Policy Approved By

CEO: Mr. Mohammed Almohsin



Date: 02-March-2025

**ELITE PERFORMANCE ACCREDITATION COMPANY (EPAC)
KSA**

