

	PT.GGC Sertifikasi Indonesia	Document No.	PY 02
		Revision No.	1
		Issue No.	2
		Date	12-12-2023
Confidentiality Policy Statement			Page 1 of 1

Confidentiality Policy

PT.GGC Sertifikasi Indonesia is committed to protecting confidential or proprietary information related to certified clients, products, facilities, organization and procedures in conducting certification.

All information available to **PT.GGC Sertifikasi Indonesia** certification personnel during auditing, certification or dealing with an organizations or certified clients obtained either

through the client, its representatives or from sources for any reason, except for information that the organizations or clients makes publicly available shall be treated as confidential.

This information shall not be disclosed to any party without the appropriate written consent, unless as required by the accreditation requirements, regulation or law.

Access to Records

PT.GGC Sertifikasi Indonesia shall retain all records related to certified clients, products, facilities, organization and procedures in conducting certification in a secure manner, only accessible to authorised **PT.GGC Sertifikasi Indonesia** certification personnel either paper records or password controlled electronic records. **PT.GGC Sertifikasi Indonesia** segregated records of certified clients or organizations from the others and no comparisons are made between them. **PT.GGC Sertifikasi Indonesia** certification personnel who have access to confidential information are bound by a confidentiality agreement not to disclose any information considered to be confidential and to take the utmost care when handling confidential information.

Declaration of Confidentiality

PT.GGC Sertifikasi Indonesia top management, all personnel, including external auditors and external technical experts, and its employees are committed to ensure for the effective implementation of this policy.



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Sesumaran K Subramaniam
Director
12th December, 2023