

## WRc Certifying Body Confidentiality Policy

*At WRc we take confidentiality seriously and are committed to ensuring confidentiality of client information.*

### ***Our confidentiality policy consists of:***

- Ensuring the safe and secure management and storage of all client information obtained or created during the performance of certification activities.
- Committing to keeping all information obtained or created during the performance of certification activities safe and secure; assuming such information is proprietary and so confidential, unless such information has previously been made publicly available by the client, or if the client agrees in writing that such information can be shared with third parties.
- When WRc is required by law or authorised by contractual arrangements to release confidential information, WRc shall notify the relevant client or party involved which specific information has been disclosed and to whom.
- WRc shall treat as confidential all information about the client even when this information does not come from the client themselves but from a third party, such as a regulator or complainant.
- WRc shall only disclose confidential information internally to those of its employees who need to know it for the purpose of discharging the receiving party's obligations under the Contract and shall ensure that such employees are subject to the obligations of confidentiality, except as required by law or by the certification scheme.
- WRc shall keep all client records confidential. Records shall be transported, transmitted and transferred in a way that ensures confidentiality is maintained.

**The successful implementation of the policy requires the full commitment of all employees at all levels of the Company.**



**Andy Blackhall**

MD

**THIS POLICY STATEMENT SUPERSEDES ALL PREVIOUS ISSUES**

Last Reviewed: May 2021

Next review: May 2022