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Confidentiality, Privacy and Public Information Policy

Staff and Sub contractor Requirements

All information received or made available to GHS Auditors staff, subcontractors, or committee members (under any circumstances and in whatever format) reviewed or received during the conducted audits, or during other certification activities, or for any other reason shall be regarded as strictly confidential and shall not be exposed to any 3rd party without obtaining the permission of the organization or concerned individual. The requirement to keep confidentiality will also include any organization that has a legitimate right to audit or inspect GHS.

Where it is required to release a confidential information to a third party, then the client or individual concerned shall, unless regulated by law, be notified in advance of providing the

information, and copy of the provided information shall be available for them.

However, where the organization is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers, or the environment, GHS 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 Managing Member.

Access to Records.

All records will be retained securely, accessible rights are only provided to the authorized 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 organizations who can demonstrate a legitimate (and legal) right to view those records


and specifically to Accreditation Bodies e.g., SFDA, ESMA, JAKIM, SMIIC, GCC, UAE etc.

Confidentiality Declarations.

All staff, Subcontractors, Managing Member, Certification Manager and Committee Members will be required to agree to GHS confidentiality policy and sign a confidentiality agreement.

Sub-

contractors will also sign an agreement which includes the responsibility to maintain

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confidentiality.

Privacy Policy.

This Policy defines the minimum standards with respect to GHS collecting, processing, or otherwise using personal data, including information that may be considered as sensitive Personal Data about individuals including GHS associates, business contacts and customers.

GHS will ensure that its business partners and vendors comply with the principles of this Policy and applicable legal and regulatory compliance standards through appropriate contractual agreements.

GHS will collect, store, process, use, transfer, analyse, or otherwise handle Personal Data in accordance with applicable legal requirements for legitimate business or compliance purpose or if individuals have provided consent to the Processing.

GHS will limit the Processing of Personal Data in terms of scope and duration, as is necessary for the intended purpose.


GHS one of the aims us to protect the security and confidentiality of individuals' Personal Data and implement physical, technical, and organizational measures against accidental, unlawful, or unauthorized destruction, loss, alteration, disclosure, or access.

GHS will ensure measures are appropriate to the risks represented by the Processing it carries out and the nature of those Personal Data.

GHS discloses, when required/asked, personal data to third parties only with the consent of the individual, or as required for lawful purposes. Third parties refer to public authorities, SFDA, MOIAT and similar authorities.

All known or suspected incidents involving Personal Data must be reported immediately upon discovery.

This includes incidents notified to GHS from any GHS associate, client, third party service provider or other business partner.

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GHS will provide education and awareness to its workforce regarding the procedures for reporting a suspected or confirmed incident. Each incident is investigated and tracked to closure.

Public Information Policy.

1. GHS Information takes the form of the following:

- GHS website
- Letter Circulars which are distributed to all governmental and Non-governmental Directorates, companies, institutions, and Sections
- Internal and external advertising i.e., posters, flyers, banners, newspaper adverts, press releases
- Social Media

2. Information is only authorized by managers within GHS to ensure that it is fit for purpose, accessible and trustworthy.

3. GHS certification mark/ logo can only be used with adherence to the company's standards and brand guidelines.

General Manager: MOHAMED EL HADI MEBARKI

Date : 01/11/2023

MEBARKI

