	Emirates Safety Services LLC	No.	PY02
		Revision No.	0
		Date	01-08-2021
Confidentiality Policy Statement			

Staff and Sub contractor Requirements

All information received by or available to **Emirates Safety Services LLC** staff, sub-contractors or committee members (in whatever format) received in conducting examination 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 17024:2012) 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 examination or inspect **Emirates Safety Services LLC**

Where **Emirates Safety Services LLC** 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 **Emirates Safety Services LLC** 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 examination. 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. EIAC


Confidentiality Declarations

All staff, Sub-Contractors, Director and Committee Members will be required to agree to **Emirates Safety Services LLC** confidentiality policy and sign a confidentiality agreement. Sub-contractors will also sign an agreement, which also contains the responsibility to maintain confidentiality.


All the employees are required to maintain the confidentiality with respect to information pertaining to its operations including, financial, human resources and information related to examination, training and candidates.
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Access to Records

Originator	Approved by	Signature	Page 1 of 2
Bobby Sreedharan Management Representative	Mohamed Basheer Managing Director		




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Originator	Approved by	Signature	
Boby Sreedharan Management Representative	Mohamed Basheer Managing Director	