

Confidentiality Policy Statement



The Management and Staff of *Institute of Bio Research, Auditing and Training in Southern Africa* “IBRATSA” are committed to the following:

1. Staff and Sub contractor Requirements

- 1.1. All information received by or available to IBRATSA staff, sub-contractors or committee members (in whatever format) received in conducting audit activities, or during other certification activities, or during any dealings with a client for any other reason shall be regarded as strictly confidential and shall not be divulged to any 3rd party without the express permission of the client or individual concerned.
- 1.2. The requirement to keep confidential any information will also include any organisation that has a legitimate right to audit or inspect IBRATSA.
- 1.3. Where IBRATSA 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 being released.
- 1.4. Where the client is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers or the environment IBRATSA 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.

2. Access to Records

- 2.1. All records will be retained in a secure manner, only accessible to authorised staff via either paper records or access controlled electronic records.
- 2.2. Independent contractors will be limited to accessing information produced by them in conducting an audit.
- 2.3. Records will only be made available to organisations who can demonstrate a legitimate (and legal) right to view those records.



Reviewed by	Operations Director		Review Date	28/05/2024
Approved by	Managing Director		Approval Date	01/06/2024
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3. Confidentiality Declarations

- 3.1. All staff, Independent Contractors, Sub Contractors, Directors and Committee Members will be required to agree to IBRATSA's confidentiality policy and sign a confidentiality agreement.

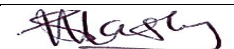



Dr. Felistas Mashinya-Managing Director

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History of Document Changes

Rev No./ Issue No.	Date	Description of Changes	State (Approved / Not Approved)	Change Initiator (Initials)	New Rev No./ Issue No.
0/1	01/09/20	Initial Release	Approved	FM	0/1
0/1	10/06/2024	New Rev/Issue as part of the Re-coding and re-structuring of QMS documents. Revision of relevant in-text.	Approved	FM	1/1

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