



Atlas Certification Pty Ltd  
L3, 97 Pirie Street  
Adelaide SA 5000  
[www.atlascertification.com.au](http://www.atlascertification.com.au)  
ABN: 33 621 487 447

## **ATLAS Certification**

# Policy Statement –CONFIDENTIALITY–

ATLAS Certification is committed to treating information obtained from or having been given access to by clients with the highest degree of respect and integrity. Procedures and processes are in place to ensure any such information is safeguarded against unintended use.

It is a requirement that anyone who is given access to information about ATLAS Certification itself or any of its clients, either past, current or prospect, and whether in a capacity as a staff member, contractor, committee member or in any other capacity, treats this information as Confidential.

Confidential information specifically includes (but is not limited to) the following:

- any information about the business affairs, internal processes, practices, procedures, commercial activities, etc. of ATLAS Certification;
- any information relating to the business affairs of clients and their personnel;
- information related to their clients and competitors, pricing strategies, technical data, marketing procedures, accounting programs and procedures, financial information, strategic and business plans;
- other information which, if disclosed, would be detrimental to clients;
- all other information which is imparted in circumstances where the person knows or should know that the information is confidential; and
- information about clients and their businesses which is received through a third party, such as a complainant or a regulator

### **EXCEPTIONS TO CONFIDENTIALITY REQUIREMENTS**

Some information can be provided to third parties, either upon their request or publicly, including:

- General information about Certified clients and the status of their Certification, including:
  - their names, tradenames and address (or geographical location) details;
  - the Scope of Certification;
  - the issue and expiry dates of Certification; and
  - the normative documents or standard(s) to which Certification has been granted.
- Information which is considered 'public knowledge'

In specific circumstances additional information may be disclosed to third parties. Such disclosures shall be limited to:

- Information related to clients, their organisation and their Management Systems may be disclosed to representatives of Accreditation Bodies, such as JAS-ANZ, where this is relevant for the verification of ATLAS Certification's compliance with relevant accreditation requirements; and
- ATLAS Certification's confidentiality requirements are subordinate to national or relevant state legislation.



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Before any disclosure of non-confidential information taking place, ATLAS Certification Management must be consulted and in the event of approved disclosure of such information, extreme care should be taken that the contents of this Policy are observed at all times.

Where not prohibited by law, the client will be notified of any release of Confidential information to third parties, even if this release is part of the exemptions listed in this Policy.

Anyone with access to information about ATLAS Certification clients shall refrain from making any comments to any third party about any ATLAS Certification client, even in cases where this information is not regarded 'Confidential' and appears harmless.

This Policy is supported by specific clauses in Employment and Engagement Agreements. Action may be taken against any person or organisation found to be in breach of their confidentiality obligation, regardless of whether the relation between that person/ organisation and ATLAS Certification continues to exist or has ceased to exist. The nature and extent of this action will reflect the nature and consequences of the breach of confidentiality and may include instant dismissal, termination of contract and/or legal action.

A handwritten signature in blue ink, appearing to read "F. van der Willigen".

F. van der Willigen  
Managing Director