ATLAS Certification Pty Ltd
A.B.N. 33 621 487 447
Unit 6, 2-4 Cameron Road
MOUNT BARKER SA 5251
www.atlascertification.com.au

CONFIDENTIALITY POLICY

CONFIDENTIAL INFORMATION

Confidential information made available or otherwise accessible to ATLAS Certification shall be treated respectfully and confidentially. We have developed and implemented processes to ensure any such information is safeguarded against unauthorised access and unintended use. Atlas Certification management shall ensure that the handling of all information is in accordance with the requirements stipulated in the Privacy Act 1988 (Cth) and in alignment with its embedded APP's (Australian Privacy Principles).

Anyone who is given access to confidential information about ATLAS Certification or any of its clients, either past or present, and whether in a capacity as a staff member, contractor, committee member or in any other capacity, shall treat such 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 and opportunities, etc. of ATLAS Certification
- Any information relating to the business affairs of clients and their personnel, incl. their clients and competitors, pricing strategies, technical data, marketing procedures, accounting programs and procedures, financial information, strategic and business plans, etc.
- Other information which, if disclosed, could be perceived as being detrimental to clients
- All other information which is imparted in circumstances where the person knows or should know that the information is confidential
- Information about clients and their businesses which is received through a third party, such as a complainant or a regulator

NON-CONFIDENTIAL INFORMATION

Some information is not considered confidential and can be provided to third parties, either upon their request or publicly, including:

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

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DISCLOSURE OF CONFIDENTIAL INFORMATION

Under specific circumstances, confidential 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 JASANZ, 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.

Any disclosure of confidential information shall only be made by ATLAS Certification management.

ATLAS Certification personnel and contractors 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 Contractor 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 and may include instant dismissal, termination of contract and/or legal action.

M. Hollebrandse

Managing Director