

## CONFIDENTIALITY POLICY

**ACERTA Certification & Inspection Private Limited** is committed to promote professionalism, excellence in the process of certifying, monitoring by making sure CONFIDENTIALITY.

ACERTA Certification & Inspection Private Limited (ACI) defines confidentiality as “Data or communications including conversations, reports, forms, correspondence, and computer-generated communications with, about or involving in any way any client of ACERTA Certification & Inspection Private Limited (ACI) are entitled to confidentiality”.

ACERTA Certification & Inspection Private Limited (ACI) hereby confirms implementation and adherence to the following policy points:

At ACERTA Certification & Inspection Private Limited (ACI) Employees, outsourced auditors, and board of Directors are bound by ethical codes to protect the confidentiality and privacy of our clients and to protect and maintain the confidentiality of all information learned about clients.

At ACERTA Certification & Inspection Private Limited (ACI) client records maintained by are kept in a locked cupboard at all times except when being reviewed or updated. Client records should always be maintained in the office only.

ACERTA Certification & Inspection Private Limited (ACI) shall maintain up to date operating procedures and ensure that these procedures support confidentiality.



Dated: 07/01/2021

Approved By: \_\_\_\_\_

**Mufti Zeeshan Abdul Aziz**  
**C.E.O**

**ACERTA Certification & Inspection Private Limited**