

ALTUS CERTIFICATION CONFIDENTIALITY POLICY



To gain the privileged access to information that is needed for **ALTUS CERTIFICATION** to assess conformity to requirements for certification adequately, it is essential that **ALTUS CERTIFICATION** does not disclose any confidential information

ALTUS CERTIFICATION shall observe all reasonable precautions, in order to keep the following items confidential to the client and to the staff and management of **ALTUS CERTIFICATION**:

1. Information about the business operations or manufacturing processes of the client, which has been given to **ALTUS CERTIFICATION** by the client and that is not published or common knowledge
2. Data and specific results obtained from visits made in carrying out work for the client, including Reports from **ALTUS CERTIFICATION** to the client that incorporates or refers to the information and/or the data and specific results defined above

Reports and data shall not be discussed with third parties without the specific authorisation of the client. Where the law requires information to be disclosed to a third party, the client shall be informed of the information provided, as permitted by the law

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