



TQ SERVICES

PROCEDURE NO. : **CBP- 12**

TQ SERVICES PROCEDURE

REV.NO. 03

DATE: 01.04.2023

**SAFEGUARDING CONFIDENTIALITY
OF INFORMATION**

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PROCEDURE FOR SAFEGUARDING CONFIDENTIALITY OF INFORMATION

REV. NO.	DATE	BRIEF RECORD OF REVISIONS
03	01.04.2023	Name of prepared by and Approved by Changed
02	27.02.2016	Designation of Senior Manager-QA to AGM QA, TQ Services changed to TQS
01	27.03.2015	Designation of Head-QA changed to Senior Manager-QA
00	03.01.2011	First issue

PREPARED BY : Head – QA

APPROVED BY : Chief of Certification

SIGNATURE :

SIGNATURE :

NAME : Bhagya Sree

NAME : Krishna Datta



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1.0 OBJECTIVE

To ensure confidentiality of information obtained from clients during audit and certification process.

2.0 SCOPE

The procedure is applicable to all personnel involved in audit and certification activities

3.0 RESPONSIBILITY

Responsibilities are as defined in the procedure.

4.0 PROCEDURE

4.1 Employees of TQS are bound by the terms of appointment order which includes conditions regarding maintaining confidentiality. For personnel drawn from external sources including committees and subcontract Auditors & technical experts involved in the certification process, specific declarations are undertaken to ensure impartiality, confidentiality of information and adherence to TQS policies & procedures.

4.2 These agreements of confidentiality are consistent with applicable laws, to safeguard the confidentiality of information obtained during the course of audit and certification activities.

4.3 The declarations of confidentiality (format no. CBF-25) clearly indicate the requirements of confidentiality and the responsibility of individuals signing the declarations / agreements.

4.4 The information obtained in the course of certification activities of applicant organisations is not to be disclosed to a third party under normal conditions.

4.5 In case the law requires information to be disclosed to a third party, the client is informed of the information provided as permitted by the law.

4.6 Wherever the information specific or partial has to be disclosed to the Accreditation Body any purpose, client is informed and consent obtained for the information provided.

5.0 REFERENCES

Procedure for Outsourcing	---	CBP- 02
Procedure for Document Control	---	CBP-13



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Procedure for Records Control

--- CBP-14

6.0 RECORDS

Contract Executive maintains all signed declarations of confidentiality (form no. CBF-25).