

APEX ISO CERTIFICATION (PTY) LTD PUBLIC STATEMENT OF CONFIDENTIALITY

The Directors of Apex ISO Certification (Pty) Ltd make the following public statements on their commitment to confidentiality and the importance of protecting client information when carrying out certification activities.

Confidentiality ensures that Apex ISO Certification (Pty) Ltd maintains the integrity and security of proprietary information obtained during the certification process. This includes any sensitive data required to assess a client's Quality Management System in compliance with ISO/IEC 17021-1. Apex ISO Certification (Pty) Ltd shall keep all proprietary client information confidential, except where disclosure is required by law, accreditation bodies, or regulatory authorities.

During certification activities, Apex ISO Certification (Pty) Ltd may have access to confidential information, including but not limited to:

- Business strategies and operational processes
- Financial information
- Intellectual property, trade secrets, and know-how
- Compliance records and legal documentation
- Personnel records and internal policies
- Any other sensitive information not in the public domain

Apex ISO Certification (Pty) Ltd specifically undertakes as follows:

1. **Confidentiality of Client Information:** All information obtained before, during, or after certification activities shall be treated as strictly confidential and shall not be reproduced or disclosed to any person or organization without proper authorization.
2. **Restricted Use of Information:** Confidential information shall only be used for certification activities. No disclosure shall be made without clear, written consent from the client.
3. **Protection of Confidentiality and Integrity:** Apex ISO Certification (Pty) Ltd shall ensure that all its officers, employees, auditors, and subcontractors uphold confidentiality obligations and do not disclose confidential information except in compliance with this policy.
4. **Limited Disclosure to Third Parties:** Information may only be disclosed:
 - With the client's written consent,
 - Where required by law or regulatory bodies such as SANAS or ISO accreditation authorities,
 - For accreditation and assessment purposes, as required by oversight bodies, confidentiality agreements are in place.
5. **Exclusions from Confidentiality Obligations:** This undertaking shall not apply where information:

- Is already public knowledge at the time of disclosure,
- Becomes publicly available through no fault of Apex ISO Certification (Pty) Ltd,
- Is required to be disclosed under legal or regulatory obligations.

6. Prohibition of Unauthorized Disclosure:

- No confidential information shall be used for personal gain or for the benefit of third parties.
- Certification reports and findings shall only be shared with authorized parties.
- Without written client approval, no information other than the certificate and certification status shall be provided to external entities.

7. Handling of Confidential Documents: All confidential materials, including audit reports, certification records, and assessment findings, shall be securely stored and access restricted to authorized personnel only.

8. Commitment to Transparency and Compliance: This public statement is made in the interest of transparency so that all clients understand Apex ISO Certification (Pty) Ltd's confidentiality obligations.

This statement is issued to confirm that Apex ISO Certification (Pty) Ltd is fully committed to maintaining impartiality, confidentiality, and compliance with ISO/IEC 17021-1.

Signed on behalf of the Directors of Apex ISO Certification (Pty) Ltd and duly authorized thereto.

Director
Apex ISO Certification (Pty) Ltd