

Document No.	PY02
Issue No.	01
Revision No.	02
Date	10-04-2023
CONFIDENTIALITY POLICY STATEMENT	
Page 1 of 4	

The purpose of this policy statement is to ensure that everyone working within the Tasneef Training center is aware of his/her responsibilities when using confidential information.

Staff and Sub - Contractor Requirements

All the information received by or available to TTC's staff, sub-contractors or committee members (in whatever format) received in conducting, training, examination, or during other certification activities, or dealing with an organization for any other reason shall be regarded as strictly confidential and shall not be divulged to any third party without the express permission of the organization or individual concerned. The requirement to keep confidential any information will also include any organization that has a legitimate right to examine or inspect TTC.

Where TTC is required by law to release confidential information to a third party, the client or individual concerned shall, unless regulated by law, be notified in advance of the information provided.


However, where the organization is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers or the environment. TTC reserves the right to immediately report any incident to the relevant authority. Any such reporting will only be undertaken with the permission of a General Manager.

Access to Records

All records will be retained in a secure manner, accessible to authorized staff via either paper records or password controlled electronic records. Sub-contractors will be limited to accessing information produced by them in conducting an examination. Records will only be made available to organizations who can demonstrate a legitimate (and legal) right to view those records and specifically to accreditation bodies.

Confidentiality Declaration

All staff, Sub-Contractors, General Manager and Committee Members will be required to agree to TTC confidentiality policy and sign a confidentiality agreement. Sub-contractors will also sign an agreement which also contains the responsibility to maintain confidentiality.

Approved by	Sign	
	Name	Eng. Saif Al Teneiji
	Designation	General Manager
	Date	10/04/2023