

1. Gitchia has adopted ISO/IEC 17021, PS 4992-2022 OIC/SMIIC 2 and is committed to ensure that:
2. All information received by or available to Gitchia members, staff, and / or committee members (in whatever format) received in conducting examination activities, or during other certification activities, or during any dealings with an organisation for any other reason shall be regarded as strictly confidential and shall not be divulged to any 3rd party (unless specified in Quality Management System) without the explicit permission of the Gitchia. However where the organisation is seen to be operating contrary to legal requirements or has operating practices which pose a danger to staff, customers or the environment Gitchia reserves the right to immediately report any such incident to the relevant authority. Any such reporting will only be undertaken with the permission of a CEO.
3. Where Gitchia is required through agreement or regulatory requirement to provide confidential information to a third party, the client or individual concerned shall, unless regulated by law, be notified in advance of the information provided.
4. All records either paper records or password controlled electronic records shall be retained in a secure manner and access provided only to authorised personnel. Records will only be made available to organisations directly connected with the certification process or with explicit permission from Gitchia or as required by statutory requirements. The requirement to keep confidential any information will also include any organisation that has a legitimate right to audit or inspect Gitchia i.e. PNAC.
5. We as an organization understand the importance of impartiality and the threats it poses to our business, our position be compromised and are always committed to safeguarding and protecting the integrity of this Policy. We will continue to identify, analyse, assess, monitor, and document potential conflicts of interest that may arise as a result of providing quality management certification services. All Gitchia staff, auditors and committee members shall be required to agree to Gitchia confidentiality policy and sign a confidentiality agreement.