

|                                                                                  |                                         |             |                  |
|----------------------------------------------------------------------------------|-----------------------------------------|-------------|------------------|
|  | AMARK RATINGS PRIVATE LIMITED<br>BHOPAL |             | PROCEDURE        |
| DOC.NO. AMR-ID-P4.2-01                                                           | ISSUE 01                                | REVISION 01 | 15 November 2024 |

## PROCEDURE FOR MANAGEMENT OF CONFIDENTIALITY OF DATA AND INFORMATION

### 1. PURPOSE

To enforce strict regime of confidentiality of data and information during the operation of inspection/Auditing system

### 2. SCOPE

This covers AMR Inspection/Auditing Scheme operated in accordance with ISO/IEC 17020:2012/ QCI/PADD/HRAA\_ Requirements /Ver. 2\_Oct \_2022

### 3. RESPONSIBILITY

3.1 CEO- He is responsible for defining the responsibilities and obligation of the AMR and the clients

3.2 In charge ID- as MR will ensure implementation of the this procedure

### 4. PROCEDURE

4.1 AMR-ID is responsible to keep all information obtained or created during the performance of inspection/Auditing activities confidential.

4.2 AMR-ID has procedures and arrangements to safeguard the confidentiality of the information obtained or created during the performance of inspection/Auditing activities at all levels of its structure, including committees and external bodies, or individuals acting on its behalf.

4.3 AMR-ID ensures that all inspection/Auditing personnel, subcontractors and committee members give signed “confidentiality statement” to maintain confidentiality in inspection/Auditing activities and data and information they are involved in.

4.4 AMR-ID informs the client, in advance, of the information it intends to place in the public domain except for information that the client makes publicly available, or when agreed between ID and the client (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and is regarded as confidential.

4.5 When ID is required by law or authorized by contractual commitments to release confidential information, the client or individual concerned is, unless prohibited by law, notified of the information provided.

4.6 Information about the client obtained from sources other than the client (e.g. complainant, regulators) is treated as confidential.

|                |              |             |
|----------------|--------------|-------------|
| Approve by CEO | Issued by MR | Page 1 of 2 |
|----------------|--------------|-------------|

|                                                                                   |                                         |             |                  |
|-----------------------------------------------------------------------------------|-----------------------------------------|-------------|------------------|
|  | AMARK RATINGS PRIVATE LIMITED<br>BHOPAL |             | PROCEDURE        |
| DOC.NO. AMR-ID-P4.2-01                                                            | ISSUE 01                                | REVISION 01 | 15 November 2024 |

**4.7** When confidential information is made available to other bodies such as accreditation body and agreement group of a peer assessment scheme, AMR-ID shall inform its client of this action, in advance.

**4.8.** AMR-ID ensures that all those involved in the inspection/Auditing process (See4.3) to maintain the strict confidentiality, and to protect the information which are related to the business of its clients and are available within A-MARK Ratings Private Limited. Confidentiality statement is undertaken from all those concerned

## 5. REFERENCES

AMR-ID -P6.2-04 Procedure for protecting the integrity and security of data

AMR-ID-P4.1-01F01 Impartiality and confidentiality statement from Inspection system personnel

AMR-ID-P4.1-01F02 Impartiality& confidentiality statement from members of committees

AMR-ID-P4.1-01F03 Impartiality & confidentiality statement from sub-contracted personnel

|                |              |             |
|----------------|--------------|-------------|
| Approve by CEO | Issued by MR | Page 2 of 2 |
|----------------|--------------|-------------|