

1.0 Applicable Standards

ISO 17021-1

2.0 Purpose

This procedure describes the approach to be used for confidentiality for pre-certification and surveillance/recertification activities for client and Husk Registrars, LLC.

3.0 Scope

This procedure applies to the following:

- Pre-certification/Initial Audit
- Surveillance audits
- Recertification audits
- Special audits/Scope Expansion/Scope Reduction/Transfer (Non-MLA and MLA)

4.0 Authority and Responsibility

The President is responsible for ensuring that confidentiality for pre-certification activities, surveillance audits, recertification audits and special audits are handled according to this procedure.

5.0 Procedure

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Confidentiality

1. For the purposes of the Contract, "Confidential Information" shall mean any oral or written proprietary information that a party may acquire from the other party pursuant to the Contract or information as to the business of the other party provided, however, that Confidential Information shall not include any information which (1) is or hereafter becomes generally known to the public; (2) was available to the receiving party on a non-confidential basis prior to the time of its disclosure by the disclosing party; (3) is disclosed to a party by an independent third party with a right to make such disclosure.

2. Unless required by law or by a judicial, governmental or other regulatory body, neither party nor their agents or subcontractors shall use the Confidential Information other than for the purpose of the Contract nor disclose the other's Confidential Information to any person or entity without the prior written approval of the other party except as expressly provided for herein.

3. Each party may disclose the other party's Confidential Information to its employees, officers, representatives or advisers who need to know such information solely for the purposes of carrying out the party's obligations under this agreement provided that the relevant party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other party's Confidential Information comply with this clause 16, and shall be responsible for the same.

4. Husk Registrars, LLC as a USA registered company is required to comply with the applicable local, state and federal regulations. Clients are required to ensure any personal information regarding Husk Registrars, LLC personnel is treated in accordance with those regulations, and the privacy of those people is maintained subject to legitimate, direct business-related need.



Confidentiality

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