

	Document "COMPANY'S POLICIES"		MP 03A Rev 01
	Controlled Version	Property of ICMQ India	

CONFIDENTIALITY POLICY

ICMQ India set out the Confidentiality Obligations to safeguard the confidentiality of Information created internally or obtained through the relationship with its Stakeholders.

The term "Confidential Information" means any information disclosed by ICMQ or its Stakeholders (the Disclosing Party) which there is an interest to keep confidential and which is not available to the general public or are obtained by a Recipient party or to which a Recipient is allowed access without the Disclosing party prior written approval to be disclosed to any third party other than ICMQ India officers and employees directly concerned with the assignment or the relationship with ICMQ or a Stakeholders (e.g. a customer during a certification/inspection activity).

Regardless of how it is saved (paper, electronic data storage devices, etc.) Confidential Information include, but are not limited to, investments and business plans, financial data and forecast, marketing and sale plans, databases, pricing strategies, intellectual properties (patents, trade secrets, etc.), employee information, manuals and working procedures, technical specification, drawing or designs regarding customers, partners, staff or our own business interest and are considered confidential unless otherwise specified or published by an authorized body.

The Confidentiality Policy is deployed through:

Confidentiality between ICMQ and employees: every employee (Director, member of Committee for Safeguarding Impartiality, auditor, inspector, etc.) having access to Confidential Information is required to sign the Code of Ethics specifying how to ensure confidentiality obligations.

Confidentiality with Stakeholders: each contract signed with Stakeholders includes a specific clause to ensure the Confidentiality obligation during the relationship.

Confidentiality of information from other sources: Information about Stakeholders received by sources other than the Stakeholder (complainant, regulators) shall be treated as confidential.

Controlled access to Information: access to documents' archives (minutes, letters) is governed by specific and comprehensive procedures.

Publicly Disclosed information: ICMQ India shall maintain and make public upon request by any interested party information describing its processes for granting, maintaining, extending, renewing, reducing, suspending or withdrawing certification and about inspection activities, types of management systems and geographical areas in which it operates. ICMQ India shall disclose information regarding the granted, suspended, withdrawn certifications according to ISO 17021.

The Code of Ethics set out the rules implementing this policy and establish how individuals, including but not limited to, Board's Members, employees, auditors, inspectors are required to manage Confidential Information.

The Confidentiality Obligation shall cease if and to the extent Confidential Information:

- a) is or becomes available to the public domain by any means other than as a result of a breach in ICMQ India's Confidentiality Obligations;
- b) was lawfully in our possession or known prior to receipt from the Disclosing Party;
- c) was rightfully disclosed to ICMQ by a third party (without restriction).
- d) was independently developed by ICMQ India without use of any Confidential Information

In the event ICMQ India is required to disclose Confidential Information under any laws or regulations and in particular further to a request from a judicial or administrative authority, ICMQ India shall (i) limit such disclosure to information as is strictly required to be disclosed under such obligations, and (ii) prior inform the Disclosing party regarding the content, form and date of such disclosure accompanied by evidence of the nature and extent of such obligations.

The Managing Director
Dr.Cesare Saccani

Date

Prepared by HCB Jacob Sondi ; HIB Gopalkrishnan
Verified and Approved by MD Cesare Saccani

15/03/2010
31/03/2010



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