



## Confidentiality & Impartiality Statement

### **Confidentiality**

It is of paramount importance that confidentiality is maintained by RIQC staff, Members of the Impartiality Committee, personnel employed by RIQC and visitors to RIQC.

You are therefore required to undertake that any confidential information you acquire is not divulged to a third party without the express permission of the provider of the information.

You also have a responsibility to ensure that documents and computer data containing confidential information are kept secure at all times including verbal communication that may be overheard.

NOTE: A third party shall be any party other than RIQC or the provider of the information. Confidential information gained during RIQC's activities as an accredited certification body will be made available on request to representatives of the accreditation body, but only when they have signed this statement.

**I agree to abide by the statement shown above and understand the requirement for confidentiality.**

Name: ..... Company: .....

Signature: ..... Date: .....

### **Impartiality**

I understand that I must inform the Certification Body Manager of RIQC (in the case of Impartiality Committee members, the Impartiality Committee shall be informed) in the event that I have, or have had, any connection with an organisation which may influence my ability to act in an impartial manner.

Note: This may include but not be limited to:

- 1) Any involvement in the design, supply or maintenance of the system, product or service being assessed or evaluated.
- 2) Any shareholding, commercial interest or the employment of a close relative in the organisation being assessed.

**I agree to abide by the statement shown above and understand the requirement for impartiality.**

Name: ..... Company: .....

Signature: ..... Date: .....