

	Singapore Rope Access Association Limited.	No.	PY02
		Revision No.	1
		Date	24-12-2016
Confidentiality Policy Statement			

Staff and Sub contractor Requirements

All information received by or available to **Singapore Rope Access Association Limited.** staff, sub-contractors 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 ISO 17024:2012) without the express permission of the organisation or individual concerned. The requirement to keep confidential any information will also include any organisation that has a legitimate right to examination or inspect **Singapore Rope Access Association Limited.**

Where **Singapore Rope Access Association Limited.** is required by law to release confidential information to a third party the client or individual concerned shall, unless regulated by law, be notified in advance of the information provided

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 **Singapore Rope Access Association Limited.** 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 Director.

Access to Records

All records will be retained in a secure manner, only accessible to authorised staff via either paper records or password controlled electronic records. Sub-contractors will be limited to accessing information produced by them in conducting an examination. Records will only be made available to organisations who can demonstrate a legitimate (and legal) right to view those records and specifically to Accreditation Bodies. E.g. Spring Singapore.

Confidentiality Declarations

All staff, Sub-Contractors, Director and Committee Members will be required to agree to **Singapore Rope Access Association Limited.** confidentiality policy and sign a confidentiality agreement. Sub-contractors will also sign an agreement which also contains the responsibility to maintain confidentiality.

Originator	Approved by	Signature	Page 1 of 1
Management Representative	Director		