

	UNICERT CONFORMITY LLP		CONFIDENTIALITY POLICY
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CONFIDENTIALITY POLICY

The UNICERT Conformity LLP recognizes and understands the importance of confidentiality To safeguard confidential information related to the Hygiene Rating Scheme (HRS) from unauthorized access, disclosure, or misuse. We use following mechanism to safeguard the confidential information:

Confidentiality Obligations

- Treat all Hygiene Rating audit-related information as confidential.
- Share sensitive data only with authorized personnel.
- Ensure secure handling of data (both physical and electronic).
- Refrain from personal use of Hygiene rating audit data.

Data Handling

- Access restricted to authorized personnel.
- Use secure methods (encrypted emails, password protection) for sharing.
- Dispose of sensitive data securely.

Disclosure of Information

Confidential information may only be disclosed:

- When required by law.
- With explicit consent from the concerned parties.
- To authorized stakeholders for official purposes.

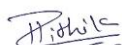
Roles and Responsibilities

- **HRAA:** Implement and enforce confidentiality protocols.
- **Auditors:** Ensure secure handling of audit data.
- **Employees:** Report breaches of confidentiality.

Report suspected breaches immediately to the Technical Manager for investigation and corrective actions.



Managing Partner
UNICERT Conformity LLP



Issued By MR



Approved By Managing Partner

Page 1 of 1