

Confidentiality Requirements

All information received by, or available to, **VALIDA** staff, sub-contractors, or committee members—regardless of format—during the conduct of activities or through any dealings with an organisation shall be treated as strictly confidential. Such information shall not be disclosed to any third party (except as specified in accreditation standards) without the explicit permission of the organisation or individual concerned.

This obligation of confidentiality also applies to any organisation that has a legitimate right to information held by **VALIDA**.

Where **VALIDA** is legally required to release confidential information to a third party, the client or individual concerned shall—unless prohibited by law—be notified in advance of the information to be provided.

However, if an organisation is found to be operating in violation of legal requirements or engaging in practices that pose a danger to staff, customers, or the environment, **VALIDA** reserves the right to immediately report such incidents to the relevant authority. Any such reporting shall only be undertaken with the approval of the Managing Director.

Access to Records

All records shall be securely retained and accessible only to authorised staff, whether in physical form or through password-protected electronic systems.

Records will be made available solely to organisations that can demonstrate a legitimate and lawful right to access them, including Accreditation Bodies.

Confidentiality Declarations

All staff, sub-contractors, General Managers, and Committee Members are required to comply with **VALIDA's** confidentiality policy and must sign a confidentiality agreement.

Originator	Approved by
Operation Director Ramy Moharram	Managing Director Hesham Soliman
	