



## CONFIDENTIALITY POLICY

Doc # ACTS/02/26  
Rev # 00  
Issue Date 05-04-2021

**Al-Waiz Certification and Training Services Pvt Limited (ACTS)** is committed to promote professionalism, excellence in the process of certifying, monitoring by making sure CONFIDENTIALITY as Amanat in accordance with the Divine dictates of the Shar'iah (Islamic Law).

**ACTS** defines confidentiality as “Data or communications including conversations, reports, forms, correspondence, and computer-generated communications with, about or involving in any way any client of ACTS are entitled to confidentiality”.

**ACTS** hereby confirms implementation and adherence to the following policy points:

**ACTS** Employees, outsourced auditors / Technical Experts, Halal Certification Board and Directors are bound by Islamic ethical codes to protect the confidentiality and privacy of our clients and to protect and maintain the confidentiality of all information learned about clients.

**ACTS** client records maintained by are kept in a locked cupboard at all times except when being reviewed or updated. Client records should always be maintained in the office only.

**ACTS** shall maintain up to date operating procedures and ensure that these procedures support confidentiality.

---

Approved By:  
Muhammad Qasim  
CEO