



## CONFIDENTIALITY POLICY

Center for Halal Assurance - CeHA is committed to promote professionalism, excellence in the process of certifying, monitoring by making sure CONFIDENTIALITY as Amanat (أمانة) in accordance with the Divine dictates of the Shari'ah (الشريعة) (Islamic Law).

CeHA 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 CeHA are entitled to confidentiality".

CeHA hereby confirms implementation and adherence to the following policy points:

At CeHA Employees, outsourced auditors, and board of 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.

At CeHA 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.

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

Approved By: \_\_\_\_\_

CEO

Center for Halal Assurance - CeHA