



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) and applicable Halaal Standards.

This policy ensures that all information acquired or generated during the certification process remains confidential and is used exclusively for its intended purpose, in accordance with PS 4992:2022 and OIC/SMIIC-2 standards.

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 the standard and 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 and kept in a locked cupboard/cloud system at all times except when being reviewed or updated. Client records should always be maintained.

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

Approved By: _____

CEO

Center for Halal Assurance - CeHA