



SAKSHAM

EDUTECH & MANAGEMENT TECHNOLOGY (Regd.)

An Authorised Training partner of NSDC, TSSC, ESDM, RSLDC, PMGDISHA, PIA of DDU-GKY, MSME Govt. of India

CONFIDENTIALITY POLICY

SCOPE

This policy governs the management, use, and disclosure of confidential data within SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY, ensuring the protection of client information from top management to all employees.

DESCRIPTION

SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY recognizes the duty of its employees and personnel to maintain the confidentiality of information obtained during their employment or engagement.

The Confidentiality Policy outlines the obligations and responsibilities of all employees and personnel regarding the confidentiality and non-disclosure of information within SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY.

Signature of Chairman and Managing Trustee



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Every member of SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY, including its staff, auditors, and contractors, commits to the following policies:

1. All information received or accessible to SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY staff, auditors, contractors, or committee members, in any format, during audit activities, certification processes, or interactions with organizations, shall be treated as strictly confidential. It shall not be disclosed to any third party without the explicit permission of the concerned organization or individual.
2. Confidentiality obligations extend to organizations with a legitimate right to audit or inspect SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY. However, in cases where legal requirements are violated or operational practices pose risks to staff, customers, or the environment, SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY reserves the right to promptly report such incidents to the relevant authority, with the permission of the Subject Matter Expert (SME).

Signature of Chairman and Managing Trustee



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3. All records shall be securely retained, accessible only to authorized staff through password-protected electronic systems or physical controls for paper records. Contractors will have limited access to information relevant to their audit activities. Records will only be shared with organizations that can demonstrate a legitimate and legal right to access them, particularly Accreditation Bodies.

CONFIDENTIALITY DECLARATIONS

1. All staff, auditors, contractors, SMEs, and other members will be required to agree to SAKSHAM EDUTECH AND MANAGEMENT TECHNOLOGY's confidentiality policy and sign a confidentiality agreement. Contractors will also sign an agreement outlining their responsibility to maintain confidentiality.
2. Lab personnel shall not use or disclose any sensitive information concerning the organization or customer, either during employment or thereafter, that may prejudice the laboratory. Upon termination of employment or services, personnel shall return all physical or electronic copies of documents or records. Photocopying of such materials for future use is strictly prohibited.

Signature of Chairman and Managing Trustee