


Document Code	Confidentiality Policy				
ACTS-IMS/02/23					
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Al-Waiz Certification and Training Services (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 Shariah (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 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:
Dr. Muhammad Qasim
CEO