CONFIDENTIALITY POLICY

For the purpose of this policy, "confidential information" means all information, documents, images, drawings, know-how, data, samples and project documentation which one party (the "originating party") hands over, transfers or otherwise discloses to the other party (the "receiving party"). Confidential information also includes paper copies and electronic copies of such information.

All confidential information which the originating party transmits or otherwise discloses to the receiving party in accordance with the agreed certification agreement:

- May only be used by the receiving party for the purposes of performing the purpose of the agreement, unless expressly otherwise agreed in writing with the originating party.
- May not be copied, distributed, published or otherwise disclosed by the receiving party, unless this is necessary for fulfilling the purpose of the agreement is required to pass on confidential information, evaluation reports or documentation to the authorities or third parties that are involved in the performance of the agreement.
- Must be treated by the receiving party with the same level of confidentiality as the receiving party uses to protect its own confidential information.

The receiving party shall disclose any confidential information received from the originating party only to those of its employees who need this information to perform the services required for the subject matter of the agreement. The receiving party undertakes to oblige these employees to observe the same level of secrecy as set forth in this confidentiality policy.

From the start of this agreement and for a period of five years after termination or expiry of this contract, the receiving party shall maintain strict secrecy of all confidential information and shall not disclose this information to any third parties, unless prohibited to do so by law, or use it for itself.

Where the law or contractual agreements require information to be made public or disclosed to any other party, the receiving party shall inform the originating party in advance of what information was provided unless the law prohibits such notification.

Confidentiality is maintained by the use of computer passwords, locks on doors, as well as supervision by GCA personnel.

Any information about the client obtained from any outside source (e.g. regulators or complainant) shall be treated as confidential.

CEO – Mohammed Al-Mahmoud