

BNQ CONFIDENTIALITY POLICY – VERIFICATION

The BNQ is committed to ensuring the confidentiality of the information to which it has access as part of its verification activities, except for information published on its website regarding the verification process offered by the BNQ.

All information collected in the BNQ's files as part of its verification programs is considered confidential. The information collected by the BNQ is used exclusively for the process of issuing one or more verification opinions requested by a client. It is used, for example, to prepare a service agreement, determine the scope and perimeter of the verification or demonstrate compliance with conformity and verification requirements.

Information may be collected through email exchanges or other information exchange platforms, presented, observed or heard on site during visits, teleconferences or telephone when planning or carrying out verifications. Information is collected in the form of documents, recordings, observations, discussions or interviews.

All staff working for the BNQ are made aware of the importance of applying the provisions that concern them and of submitting to the BNQ Principal Director, for assessment and decision, all situations that deviate from them. Only the concerned employees and subcontractors of the BNQ have access to confidential information, as do the BNQ accreditation bodies that specifically request it. The client's written consent is required before the confidential information collected can be disclosed to third parties.