

## CONFIDENTIALITY POLICY

**International Halal Certification** 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 Shari'ah (Islamic Law).

International Halal Certification. (IHC) 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 International Halal Certification. (IHC) are entitled to confidentiality".

International Halal Certification. (IHC) hereby confirms implementation and adherence to the following policy points:

At International Halal Certification. (IHC) Employees, outsourced auditors, and board of 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.

At International Halal Certification. (IHC) 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.

International Halal Certification. (IHC) shall maintain up to date operating procedures and ensure that these procedures support confidentiality.



Approved By: \_\_\_\_\_

**Mufti Zeeshan Abdul Aziz**  
**C.E.O**  
**International Halal Certification**