

IDEST Worldwide Limited*Company Number 16357221***CONFIDENTIALITY STATEMENT*****IDEST a UKAS Accredited Certification Body No. 0248 for ISO/IEC 17024:2012***

As a result of work conducted by IDEST, records containing confidential information will be generated. These records are subject to Contractual Agreement between IDEST and our clients.

Information generated and transferred by electronic systems are subject to legal obligations and the correct interpretation of company processes. It is therefore necessary to have documented controls in place in order to ensure compliance with our contractual agreements and relevant legislation.

These controls are as follows:

- Employees will be reminded of the confidential nature of information relating to the affairs of IDEST.
- Information relating to IDEST may not be disclosed, verbally, in writing or by any other means, to any person not authorised to receive it.
- Any breach of this rule by employees or contractors will result in appropriate action being taken.

The Company and its employees will treat as confidential all information relating to IDEST including information related to employees, affiliates, associates, partners and their clients and any information relating to any person or thing which employees may have access to in the course of the performance of duties. Employees are expected to understand and agree that IDEST retains sole title to all information relevant to its operations (including documents, computer programs, electronically stored data, calculations, procedures, or audit information) developed or coming into existence as a result of the performance of duties carried out as per the responsibilities detailed in the company Job Descriptions.

Such information, as described above, remains in the ownership of the information owner, and may not be used or released by the Company or its staff unless authorised to do so by the information owner, or when required by law.

This policy is subject to regular review by the Scheme Committee.

Signed: 
Chairman

Date: **07 July 2026**