



IIHR CONFIDENTIALITY POLICY

The International Institute of Human Resource (IIHR) has adopted ISO 17024:2012 and is committed to ensure that:

- All information received by or available to IIHR members, staff, and / or committee members (in whatever format) received in conducting examination activities, or during other certification activities, or during dealings with any organisation shall be regarded as strictly confidential and shall not be divulged to any 3rd party (unless specified in this Quality Management System Document) without the explicit permission of the IIHR.
- Where IIHR is required through agreement or regulatory requirement to provide confidential information to a third party, the client or individual concerned shall, unless regulated by law, be notified in advance of the information provided.
- All records either paper records or password controlled electronic records shall be retained in a secure manner and access provided only to authorised personnel. Records will only be made available to organisations directly connected with the certification process or with explicit permission from IIHR or as required by statutory requirements.
- All IIHR members, staff, examiners and committee members shall be required to agree to IIHR confidentiality policy and sign a confidentiality agreement.

DIRECTOR