

Confidentiality Policy

Protecting Information. Building Trust.

Cardan Compliance Services is committed to protecting the confidentiality, integrity and security of all information we handle in the course of our consultancy, auditing, training and certification support activities.

We recognise that our clients, business partners, employees and other interested parties entrust us with sensitive and confidential information, and we are committed to safeguarding this information from unauthorised access, disclosure, loss or misuse.

This policy sets out our commitment to maintaining confidentiality in accordance with ISO 9001 requirements, relevant legislation (including the UK Data Protection Act 2018 and UK GDPR), and our contractual obligations.

This policy applies to all employees, associates, consultants, subcontractors, learners and any other parties working on behalf of Cardan Compliance Services or representing our organisation.

Our Commitments We will:



Protect Information

Maintain the confidentiality of all information entrusted to us, including client, personal, commercial and proprietary information.



Control Access

Ensure access to confidential information is only provided to those who need it for legitimate business purposes.



Meet Legal Requirements

Comply with applicable laws, regulations and contractual obligations relating to information security and confidentiality.



Handle Information Responsibly

Ensure confidential information is used only for authorised purposes and is stored, transmitted and disposed of securely.



Work with Trusted Partners

Ensure third parties, suppliers and subcontractors who handle our information are aware of and comply with our confidentiality requirements.



Continual Improvement

Monitor, review and continually improve our information security and confidentiality arrangements to address emerging risks and maintain trust.

Our Objectives

We will set, monitor and review measurable confidentiality objectives to support this policy and ensure its continued effectiveness.



Maintain effective information security controls.



Reduce the risk of data breaches and information loss.



Ensure all personnel understand their confidentiality responsibilities.



Build and maintain trust with clients and other interested parties.

Our Responsibility

This policy is issued by top management, is communicated to all relevant interested parties, made available to the public and is reviewed periodically to ensure it remains relevant and appropriate.

Information is a valuable asset.

We protect it. Together we build trust.



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