



SAAZ POLICY

Confidentiality and Privacy

Abstract

Addressing Breach of Confidentiality and Privacy related to professional services provided to a SAAZ client.

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Purpose:

The purpose of this policy is to outline our organization's commitment to protecting the confidentiality and privacy of our clients and stakeholders. This policy outlines the expectations of our personnel regarding the handling of confidential information and the consequences of a breach of confidentiality or privacy.

Scope:

This policy applies to all personnel within our organization, including employees, contractors, volunteers, and partners.

Definitions:

Confidential information refers to any information that is not public and is not intended to be disclosed. This includes, but is not limited to, personal information, financial information, trade secrets, and proprietary information.

Privacy refers to the right of individuals to control the collection, use, and disclosure of their personal information.

Policy:

1. Confidentiality and Privacy Expectations:

All personnel within our organization are expected to handle confidential information and respect privacy in accordance with applicable laws, regulations, and ethical standards. For example, personnel must only access, use or disclose confidential information for the purpose for which it was collected or as authorized by the owner of the information.

2. Physical and Digital Security:

Our organization will implement physical and digital security measures to protect confidential information and personal information from unauthorized access, use, and disclosure.

3. Reporting Breaches:

Personnel must report any actual or suspected breach of confidentiality or privacy to their supervisor or designated privacy officer as soon as possible. This includes incidents involving lost, stolen or damaged personal or confidential information, unauthorized access to confidential information, or unauthorized disclosure of confidential information.

4. Investigation and Response:

Our organization will investigate all reported breaches of confidentiality and privacy to determine the cause and extent of the breach. Based on the investigation findings, our organization will take appropriate measures to mitigate the breach, including notification of affected individuals, regulatory authorities, and other stakeholders as required.

5. Consequences of Breach:

Any personnel who breach confidentiality or privacy will be subject to disciplinary action, up to and including termination of employment, contract or partnership. In addition, personnel may

be subject to legal action, including fines and imprisonment, depending on the severity of the breach and the applicable laws and regulations.

6. **Review and Improvement:**

Our organization will regularly review and improve this policy and our confidentiality and privacy practices to ensure they comply with applicable laws and regulations and reflect best practices.

Conclusion:

Our organization is committed to protecting our clients and stakeholders' confidentiality and privacy. This policy outlines our expectations for personnel regarding handling confidential and personal information and the consequences of a breach of confidentiality or privacy.