



Q TECHNA, Institut za zagotavljanje in kontrolo kakovosti d.o.o.
Cvetkova ulica 27, 1000 Ljubljana

STATEMENT

on confidentiality and impartiality

Q TECHNA operates as a Certification body, Inspection body, Testing laboratory, Training center, and Notified body. Moreover, we take part in various activities which involve acquisition of different information either individually or as a company.

Bound by management systems documentation, we are obliged not to disclose any of the submitted data in any form to the third party, and treat them as confidential. We do understand that the information at our disposal is of crucial importance to our clients, and any improper disclosure may harm their business. However, we cannot take any responsibility for judging and classifying details as to their relevance. In our case, every information counts, and that is also pursuant to referential standards regulating the area.

All the information received during the relevant work may only be disclosed to the point of contact on the side of the client. We shall not communicate the information to any other people within the client company, to the client's customers, their suppliers, competitors, owners, friends, relatives, partner, reporters, etc.

This information is as follows:

- details on procedures and results of testing, inspection, certification, training, and similar,
- personal data,
- technologies and other client's intellectual property,
- data on client's business relations, their customers, suppliers, products, etc.,
- other business information and issues which could cause harm to the client.

Finally, the information passed on to the third party informing them that we provide certain services to a client may threaten or impair the interests of the respective client. Therefore, the above type of information is by no means disclosed.

Special care is taken by Q TECHNA to act in accordance with impartiality, independence and staff acceptance on the side of our clients. Impartiality and independence are influenced by various factors such as in-law relations or friendships, potential economic connections, personal interests, etc. When it comes to impartiality and independence, the company has inbuilt mechanisms to identify, analyze and reduce to the minimum possible.

Ljubljana, 04.11.2013


Andrej Lešnjak, General Manager