



MUSLIM JUDICIAL COUNCIL HALAAL TRUST

Trust Deed (T.975/92 of 1986)
Established in 1948

CONFIDENTIALITY POLICY

1. The Muslim Judicial Council Halaal Trust (MJCHT) shall endeavour to ensure that its employees and contractors maintain secrecy concerning all confidential information with which they become acquainted as a result of their agreement with the client.
2. The client shall maintain confidentiality of all commercial terms and conditions with the MJCHT for certification services.
3. Information about a particular client or individual shall not be disclosed to any third party without the written consent of the client or individual concerned.
4. Where the MJCHT is required by law to release confidential information to a third party, the client or individual concerned shall, unless prohibited by law, be notified in advance of the information provided.
5. When confidential information is made available to other bodies (e.g. accreditation body, stakeholders or an assessment scheme) confidentiality of information viewed will be assured during access by these bodies.
6. Access to client information is restricted to authorized personnel only. Electronic records are stored on secure, password-protected systems with regular backups. Physical files are kept in locked cabinets within controlled-access offices. All staff and contractors sign confidentiality agreements and receive training on data protection obligations. Client records are retained in accordance with MJCHT's Record Control Procedure and securely destroyed after the retention period expires.
7. Any breach or suspected breach of confidentiality shall be reported immediately to the Quality Assurance Department, investigated, and corrective action implemented. Third-party service providers engaged by MJCHT are required to comply with equivalent confidentiality and data protection standards.
8. All MJCHT trustees, employees, contractors, auditors, technical experts, and Impartiality Committee members shall sign a Confidentiality Agreement as a mandatory condition of appointment. The agreement must be signed before any work, audit, or committee activity is undertaken.

9. The Confidentiality Agreement Tracker shall be reviewed annually by the Quality Assurance Department to ensure all required personnel have current, valid confidentiality agreements on file. The tracker shall have an annual review and all associated records shall be maintained.

10. Signed agreements shall be stored in a controlled personnel file in accordance with the Document Control Procedure. A confidentiality agreement tracker shall be maintained to monitor signature status and renewal dates.

11. Personnel who fail to sign or renew the agreement shall not participate in certification activities, audits, decision-making, or Impartiality Committee functions until compliance is achieved