



CONFIDENTIALITY DECLARATION

NOTICE top management guarantees the confidentiality of all information (technical and commercial) obtained or created during the performance of certification activities.

All information and documents obtained from the client during the services provided is accepted as confidential and the necessary measures were taken to ensure confidentiality.

NOTICE employees are also personally responsible for protection and confidentiality of all the information they obtained. NOTICE guarantees the confidentiality of information obtained by its employees (internal and external) by signing a confidentiality agreement. All employees will maintain their adherence to this confidentiality agreement and will be responsible even after their work is complete.

By this confidentiality agreement, all employees, whether they participate in the certification process or not, declare that they will implement the requirements of confidentiality agreement during all stages of certification processes.

NOTICE and all its employees keep confidential any kind of verbal or written the information in relation to certification and inspection activities obtained from related companies and parties; and only shares it with TÜRKAK and Ministry Of Health upon their request as a requirement of the signed contracts in case not prohibited by law. Sharing with other parties is only doable on court's decision.

In case NOTICE is obliged to provide information to third parties due to court decision, the related customer will be informed.

NOTICE has limited the access to confidential information to the authorized personnel. In addition, all confidential documents are stored and protected in designated secure areas. Servers/computers, in which the confidential information is stored, are protected by special security software against unauthorized breach of information. *It is strictly prohibited for the personnel involved in medical device regulation product conformity assessment and quality management system assessment and those assigned as committee members in inspection activities to transfer, copy or lend the electronic or hard copy version of documents belonging to the companies to whom NOTICE has provided service or share the documents with third parties or use them for any other purpose than the activities they are assigned for. If the employment is terminated at any time, the related personnel shall immediately return all equipment, documents and records to the organization, without making any copy, and shall agree to return all such documents and all other notes, written records, photographs, all copies and abstracts of any materials made by himself or made available to him.*

NOTICE guarantees that the conformity assessment personnel will turn back documents (electronic and / or printed documents) provided by the serviced organization through service, impartiality and confidentiality agreements signed by the personnel.

Özlem Vicdan Akdağ
Chairman Board of Directors
On Behalf of Board of Directors
13.12.2018