

FOOD TECHNICAL SERVICES

TECHNICAL SUPPORT AND TRAINING FOR THE FOOD INDUSTRY

Confidentiality

It is in the interest of both Food Technical Services and all its clients to retain client confidentiality.

Many projects are by their nature very sensitive – for example:

- assisting with new products/process development,
- assisting with incidents of product defects/safety or with incidents of enforcement activity,

Food Technical Services have a duty of confidentiality to all clients and will:

- 1) Guarantee that our advertising materials, eg: newsletters leaflets and websites that contain basic information on projects carried out, will not make reference to the name or location of our food business clients. Images used, will be selected so as not to enable identification of clients.
- 2) At all times keep confidential information secret and only disclose it to or discuss it with those directly involved in the project(s) and those whose knowledge of the confidential information is reasonably necessary to complete the project(s).
- 3) Make no more copies of confidential information than strictly necessary.
- 4) Use the confidential information for the purpose of considering and evaluating the project(s) and completion of the project(s) only.
- 5) Protect the security and confidential nature of the confidential information to the standard of care which any prudent business would use when protecting its own confidential information.
- 6) Ensure that prior to any disclosure, ensure that all related persons are made aware of, and are subject to the obligations of confidentiality.
- 7) Not reproduce, transform or store any of the confidential information in an externally accessible computer or electronic information retrieval system or transmit it in any form or by any means whatsoever outside its usual place of business.

Ian Meek