

Confidentiality Policy including Use of PT Reports

In this use of “masculine” gender shall include the “feminine” gender and “singular” shall include “plural” wherever relevant to the context, and vice versa.

- Identity of customer or participants is kept confidential by unique coding and is known only to persons involved in operation of PT Scheme. Participants may be given the same code number in different PT scheme by chance. GEI has a continuing obligation to identify and report any actual or potential conflicts of interest arising during the operation of the PT Scheme. If an actual or potential organizational conflict of interest is identified, GEI will immediately make a full disclosure to the appropriate parties and actions to eliminate or minimize risks to confidentiality and to maintain confidentiality
- The information provided by customer or participants to PT Provider is kept confidential including any information created during PT Activities:
 - When PT Provider is required by law or authorized by contractual arrangements to release confidential information, the consent of participating laboratory is taken, unless prohibited by law except the records of PT Scheme participation are accessible to NABL. Results are also shared with regulators where asked by them. Results may also be shared with the customer for which a PT Scheme is provided through a contractual arrangement for its participants.
 - Participants can also be asked to waive of confidentiality within the PT Scheme for the purpose of discussion and mutual assistance or as required due to very nature of PT Scheme
 - PT Provider shares documents and records with organizations providing recognition e.g. NABL as part of its audit or assessment requirements.
 - PT Provider may use data and experience from operation of PT Schemes for the purpose of further developments including, but not be limited to, use for research publications or conferences, PT Conclaves, however, identity of participants is kept confidential
 - The identity of any external service provider used is not disclosed in report or otherwise to ensure confidentiality
 - Information about a customer or participant from a source other than participant or customer is kept confidential by PT Provider. The identity of the source is kept confidential by PT Provider and is no shared with the customer or participant unless agreed by the source.

Use of PT reports:

The report or any other documents and records of PT Provider are strictly for use by customer or participant for (i) Participation in PT with PT Provider (ii) To monitor performance and or to improve the participants performance (ii) To show to relevant regulators and or organizations providing recognition as part of audit / assessment requirements. PT Report or any document or records in part or whole shall not be shared and or used by customer or participant to any individual or organization including its other divisions/sections for any reason other than as stated above without taking the permission of MD of PT Provider in writing. PT Provider can bar future participation for customer or participant if misuse or unauthorized sharing or use or tempering or copy paste of any records or documents of PT Provider is found. The customer may be provided with PT Report as applicable and agreed for a particular purpose.

Proficiency Testing Provider P-0015; Certificate No. PC 1005

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