



**NC Verification Agency (Pty) Ltd: Confidentiality Statement**

We, NC Verification Agency (Pty) Ltd and its employees, volunteers, and contractors, take the privacy and confidentiality of our clients and employees seriously. As part of our commitment to maintaining the trust and integrity of our operations, we have implemented strict confidentiality policies and procedures.

We assure the public that any personal or sensitive information shared with us, whether by clients or employees, will be handled with the utmost care and discretion. Our staff members are bound by confidentiality agreements and are trained to safeguard all information they come across during the course of their work.

Our confidentiality policies encompass but are not limited to:

- **Client Information:** Any information shared by our clients, including personal details, financial data, or other sensitive information, will be kept strictly confidential. This information will only be accessed by authorized personnel on a need-to-know basis for the purpose of providing services or support.
- **Employee Information:** Personal information about our employees, including employment records, performance evaluations, and other sensitive data, will be treated with the same level of confidentiality as client information. Access to such information is restricted to authorized personnel for legitimate business purposes only.
- **Data Security:** We employ industry-standard security measures to protect the confidentiality and integrity of all information in our possession. This includes encryption, access controls, and regular audits to ensure compliance with data protection regulations.
- **Non-Disclosure Agreements:** Our staff members are required to sign confidentiality agreements as a condition of employment. These agreements outline their responsibilities regarding the protection of confidential information and the consequences of breaching confidentiality.
- **Training and Awareness:** We provide ongoing training and awareness programs to ensure that all staff members understand the importance of confidentiality and their obligations under our policies. This includes training on data protection best practices, handling sensitive information, and recognizing potential security risks.

We want to assure the public that we are committed to upholding the highest standards of confidentiality and privacy in all aspects of our operations. If you have any concerns about the handling of confidential information by our organization or our staff members, please don't hesitate to contact us.