

AFSSA™

Annual Floor Safety Standard Assurance

CONFIDENTIALITY POLICY

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Document Owner	Sonny Webb, Founder & Lead Assessor
Approved By	Sonny Webb, AFSSA
Status	Active

1. Purpose

This Confidentiality Policy sets out AFSSA's commitment to protecting the confidential information of its clients and the obligations placed on all individuals working under the AFSSA framework.

AFSSA assessors are given access to client premises, operational information, maintenance records, accident histories and other sensitive data as part of the assessment process. It is essential that all such information is handled with appropriate confidentiality and discretion.

2. Scope

This policy applies to all individuals working under the AFSSA framework and covers all confidential information encountered or produced in connection with AFSSA assessment and reporting activity.

3. Definition of Confidential Information

For the purposes of this policy, confidential information includes:

- Client identity, contact details and organisational information
- Site addresses, premises details and access arrangements
- Pre-assessment information provided by clients, including known defects, maintenance records and accident histories
- Assessment findings, photographs, reports, concern registers and certificates
- Any commercially sensitive information relating to the client's operations or premises
- Any personal data encountered in the course of assessment activity

Confidential information may be provided to AFSSA by the client before, during or after the assessment visit.

4. Obligations

All individuals working under the AFSSA framework must:

- Treat all client information as confidential unless it is already in the public domain or the client has given explicit consent for its disclosure
- Not disclose assessment findings, report contents or client information to any third party without the client's prior consent, except where required by law
- Not use confidential client information for any purpose other than the delivery of the agreed AFSSA service
- Store and transmit confidential information securely, in accordance with the AFSSA Data Protection and GDPR Policy
- Not retain confidential information beyond the period required for the delivery of the AFSSA service and any applicable retention obligations
- Report any actual or suspected breach of confidentiality to the Founder promptly

5. Assessment Records and Photographs

All photographs, notes and records taken during AFSSA site assessments are confidential and form part of the assessment record. They must not be shared publicly, used in marketing or published in any form without the express written consent of the client.

Assessment photographs and records must be stored securely and accessed only by those involved in the production and review of the relevant assessment report.

6. Third Parties

AFSSA will not share client information with third parties except where:

- The client has given explicit consent
- Disclosure is required by law, regulation or court order
- Disclosure is necessary to protect the safety of an individual

Where AFSSA engages any third-party service provider who may have access to confidential information, AFSSA will take reasonable steps to ensure that appropriate confidentiality obligations are in place.

7. Post-Engagement

Obligations of confidentiality continue following the completion of an AFSSA engagement. Former assessors and associates retain the same confidentiality obligations in relation to client information obtained during their time working under the AFSSA framework.

8. Breaches of Confidentiality

Any actual or suspected breach of confidentiality must be reported to the Founder immediately. AFSSA will investigate any reported breach, take appropriate action and, where required, notify the affected client and relevant authorities.

9. Related Documents

- Data Protection & GDPR Policy
- Code of Conduct
- Quality Assurance Policy
- Conflict of Interest Policy

10. Document Control

Policy Owner	Sonny Webb, Founder & Lead Assessor, AFSSA
Review Frequency	Annual, or following material change to the business or framework
Next Review Due	June 2026
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Distribution	Available to clients, assessors and relevant parties on request

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