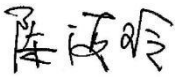
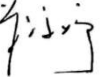


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# 保密管理规定

## Confidentiality Management Regulations

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## 1 目的 Purpose

对认证及管理过程中机构及客户信息的保密管理提出要求，避免机构及客户信息的泄漏。To propose requirements for the confidentiality management of information about the institution and clients in the certification and management processes, in order to avoid the disclosure of information about the institution and clients.

## 2.0 范围： Scope

适用于认证及管理过程信息的保密管理。These regulations apply to the confidentiality management of information in the certification and management processes.

## 3.0 职责： Responsibilities

3.1 行政人事部负责保密信息的确定及保密的要求。The Administrative and Human Resources Department is responsible for determining confidential information and the requirements for confidentiality.

3.2 市场拓展部负责客户信息的保密管理。The Market Development Department is responsible for the confidentiality management of client information.

3.3 技术部负责档案的保密管理。The Technical Department is responsible for the confidentiality management of files.

3.3 审核部负责审核活动的保密管理。The Audit Department is responsible for the confidentiality management of audit activities.。

## 4 工作要求 Work Requirements

4.1 行政人事部负责公司及客户信息保密要求的提出及保密信息的确定。

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The Administrative and Human Resources Department is responsible for proposing the confidentiality requirements of company and customer information and determining the confidential information.

4.2 各部门根据行政人事部确定的保密信息及要求做好信息的保密管理。All departments should manage information confidentiality according to the confidential information and requirements determined by the Administrative and Human Resources Department.

4.3 客户信息的保密管理。 Confidential Management of Customer Information

客户信息的保密管理应从以下渠道进行管理：The confidential management of customer information should be carried out through the following channels:

- 1) 客户合同及客户档案。 Customer contracts and customer files
- 2) 审核过程获取的客户信息。 Customer information obtained during the audit process
- 3) 审核档案。 Audit files

4.3.1 客户合同及客户档案管理。 Management of Customer Contracts and Customer Files

客户合同及客户档案由市场拓展部进行管理，合同及档案原件由市场拓展部储存于档案柜中，并由专人进行管理，由于合同评审及客户管理过程需要，在ERP录入的合同及档案信息，由行政人事部根据使用需求设置权限管理，并定期维护系统，避免系统遭受入侵或攻击。

Customer contracts and customer files are managed by the Market Development Department. The original contracts and files are stored in file cabinets by the Market Development Department and managed by designated personnel. Due to the needs of contract review and customer

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management, the information entered into the ERP system about contracts and files is set up for access permissions by the Administrative and Human Resources Department according to usage requirements, and the system is regularly maintained to prevent unauthorized access or attacks.

客户合同及档案的如需借阅、复制应有需求部门提出要求，在获得市场拓展部批准后进行，未经允许不得私自查阅、复制客户信息的。For the borrowing or copying of customer contracts and files, requests from the need department must be made and approved by the Market Development Department before proceeding; unauthorized access or copying of customer information is not allowed.

#### 4.3.2 审核过程获取客户信息管理 。Management of Customer Information Obtained During the Audit Process

审核部对审核过程获取客户信息进行管理，包括：The Audit Department manages customer information obtained during the audit process, which includes:

1) 审核前获取的客户信息，如客户体系文件、工艺流程等。Customer information obtained before the audit, such as customer system documents, process flows, etc.

2) 审核过程中审核员接触的到客户信息，如客户资料、供应商资料、研发资料、生产技术等。Customer information accessed by auditors during the audit process, such as customer data, supplier data, R&D data, production technology, etc.

3) 审核完成后保留的客户信息，如客户联系方式等。Customer information retained after the audit, such as customer contact information, etc.

4) 审核部在审核前应确保审核员已签订了保密协议，并确保审核员在审核过

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程中能够恪守审核员准则，通过保密声明、承诺等对审核过程中涉及的客户信息得到保密管理。除用于认证记录及后续认证决定的必要资料外，不保留其他的客户资料，在审核过程中带走的客户资料，应经过客户允许。

Before the audit begins, the Audit Department should ensure that auditors have signed a confidentiality agreement and adhere to the auditor's code of conduct, ensuring confidentiality of customer information involved in the audit process through confidential statements and commitments. Apart from necessary records for certification and subsequent decision-making, no other customer data should be retained. Any customer data taken during the audit process must be with the customer's permission.

5) 审核部定期对审核员行为规范进行检查，确保审核员恪守行为准则。The Audit Department regularly checks the behavior of auditors to ensure they comply with the code of conduct.

#### 4.3.3 审核档案管理 Management of Audit Files

档案管理的要求详见《文件和记录控制程序》For file management, refer to the "Documentation and Record Control Procedure."

#### 4.4 机构信息的保密管理 Confidential Management of Institutional Information

行政人事部应与涉及保密信息的相关岗位签订保密协议，并定期对各岗位人员行为规范进行检查。认证合同及客户信息由市场拓展部负责管理，审核档案及审核过程相关记录由技术部负责管理，员工档案及公司其他管理文件由行政人事部负责管理。文件归口部门应根据文件和记录的保密要求，确定查阅、修改、借调及复制的权限，非公开性文件未经管理部门许可不得随意查阅、修改、借调及复印。

The Administrative and Human Resources Department should sign a

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confidentiality agreement with relevant positions involving confidential information and regularly check the behavior of staff at each position. Certification contracts and customer information are managed by the Market Development Department, audit files and related records from the audit process are managed by the Technical Department, and employee files and other administrative documents are managed by the Administrative and Human Resources Department. The document control department should determine access, modification, loan, and copy permissions based on the confidentiality requirements of documents and records. Unclassified documents may not be viewed, modified, loaned, or copied without permission from the management department.

电子档案记录由各部门存储，公司有定期备份，个人电脑设置密码，非相关人员不得查看档案信息；应采取防范计算机病毒和网络攻击、网络侵入等危害网络安全行为的技术措施。采取数据分类、重要数据备份和加密等措施；纸质档记录各部门存储于档案柜，专人保管，非相关人员不得查看。Electronic records are stored by various departments, with regular backups by the company, and personal computers are password-protected, so only authorized personnel can view the record information; paper records are stored in file cabinets by various departments and kept by designated personnel, and only authorized personnel can view them.

在中华人民共和国境内开展 QMS 认证活动中收集和产生的重要信息和数据应当在境内存储，确保信息和数据处于有效保护和合法利用的状态。

ERP 系统信息由行政人事部负责对访问、查询及下载等权限进行设置管理。以下是对您提供的中文内容的英文翻译：ERP system information is managed by the Administrative and Human Resources Department for setting access, inquiry, and download permissions.

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