



Steve Jenkins & Associates

Confidentiality Policy

In keeping with its NATA Accreditation, the requirements of ISO 17025, and in order to provide a high standard of service to its clients, Steve Jenkins & Associates (SJA) has a strong commitment to the confidentiality of information provided to and by its clients. SJA commits to not provide any information, reports, results, detail of information provided by the client to SJA, or information provided by SJA to the client regarding any testing, calibration or consultancy services to a third party without written permission from the client except as hereinafter provided.

This commitment is binding except:

- (a) to the extent required by law, provided that prior to any disclosure SJA shall notify the client of the proposed disclosure so as to allow the client to apply to a court to maintain confidentiality as is appropriate in the circumstances;
- (b) if disclosure to insurers, auditors or legal advisers is required;
- (c) for the purpose of the enforcement of its terms;
- (d) where SJA is made aware or has reason to believe that a test, calibration or consultancy report has been altered or modified from the form in which it was released in a way which may cause the results or conclusions of the report to be incorrectly represented or interpreted, in which case SJA reserves and at all times retains the right at its own discretion to take all and any corrective action including but not limited to informing any concerned or relevant third party that the report has been altered or modified and/or providing a correct copy of the report in part or full to any such concerned or relevant third party.