

Confidentiality Policy

The nature of our work gives us access to information that may not be available to others. It is our responsibility to ensure the security of all confidential or personal information and materials entrusted to us. We expect and require our team and assigned external contractors to protect confidential information against unauthorised disclosure, including inadvertent or accidental disclosures.

Confidentiality:

- We respect the confidentiality of M&S's information.
- We honour and respect the confidentiality and privacy commitments made to our clients.
- We refrain from sharing documents with others outside of M&S that would infringe upon our client's right to confidentiality.
- Except for information that the client makes publicly available, or when agreed between McHugh & Shaw and the client, we consider all other information proprietary information and regard it as confidential.
- We will retain client information as long as we reasonably require it to provide assurance services as guided by ISO 14065 and ISO 14064-3.
- We cleanse client information prior to submitting it to our CRM and other systems.
- We disclose/process confidential or personal information only when necessary, upon receiving proper approval or when a legal or professional right or duty to disclose or process exists. We will notify the client or individual concerned, unless prohibited by law, of the information released as soon as reasonably possible.
- Any information about the client that is needed for our assurance services that has been obtained from sources other than the client itself, shall be confidential between the client and McHugh & Shaw. The provider (source) of this information is confidential to M&S and will not be shared with the client, unless agreed by the source.

This policy is binding even after the separation of employment or contractual commitment.



Jeska McHugh
Managing Director, 21 Feb 2024