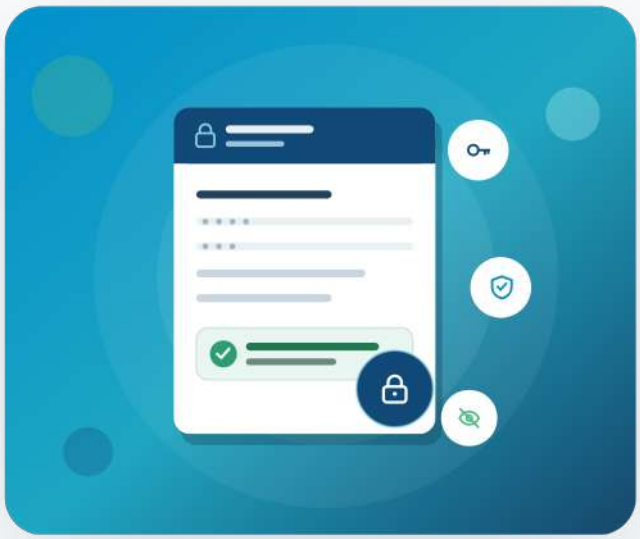
OUR VALUES IN PRACTICE

Data Privacy and *Confidentiality*

- *Trust protected by design*

Confidentiality is a professional obligation, not a promise line. **Confidentiality. Access control. Secure sharing. Trust.** Strong access discipline, careful handling of sensitive information, and clean documentation protect clients and strengthen credibility during audits, assessments, and stakeholder reviews.



CONFIDENTIALITY	ACCESS CONTROL	SECURE SHARING	TRUST

The information people trust us with is theirs, not ours. Protecting it is simply part of doing the work properly.

QUANTUM SYSTEMS MANAGEMENT PVT. LTD.
www.quantumsystems.in

01 WHAT THIS VALUE MEANS TO US

Trust, kept with discipline

For us, data privacy and confidentiality are part of professional trust. We handle sensitive client, employee, audit, assessment, and commercial information with care, treating it as something held in confidence rather than freely ours to use.

That care shows in access kept to a need to know, documents shared and stored securely, communication handled thoughtfully, and clear accountability for how information is collected, used, kept, and shared. Confidentiality is protected by design, not by good intentions alone.

02 WHY IT MATTERS IN RESPONSIBLE BUSINESS

Confidence that earns the work

The basis of client trust

Clients and employees share information with us because they trust how we will handle it. That trust is the foundation of every engagement, and protecting it keeps relationships strong well beyond a single project.

Credibility under review

In ESG, governance, and audit work, how information is controlled is itself examined. Disciplined access and clean records stand up to assessments and stakeholder reviews, and reflect a serious, well run organisation.

PRIVACY FRAMEWORK



Trust protected by design

Confidentiality is not kept by promises. It is kept by who can open the file, how it is shared, where it is stored, and the care taken every time it is used.

03 HOW WE EMBED THIS IN PRACTICE

What this looks like in everyday work

Careful handling
Sensitive client, employee, and commercial information is handled with care at every step, not by habit.

Secure sharing
Documents and records are shared through secure means, with care taken over who receives what and why.

Confidentiality in audits
In audits, assessments, and advisory work, client and personal information is treated as strictly confidential.

Care in communication
Email, messaging, and file sharing are used thoughtfully, because confidentiality is easiest to lose in passing.

Access on need to know
Information reaches only those who need it for their work, with access kept deliberate rather than default.

Responsible storage
Information is stored and retained responsibly, kept only as long as there is a clear reason to hold it.

Clean documentation
Records are accurate, well organised, and handled so they can be trusted and traced when needed.

Commercial confidentiality
Commercially sensitive information is protected and never disclosed or used for improper advantage.

04 WHAT WE EXPECT OF ONE ANOTHER

Shared responsibility across our network

Our employees
Respect access limits, handle information with care, and raise any confidentiality concern without delay.

Consultants and auditors
Treat client and personal data as strictly confidential, and apply the same discipline on every assignment.

Managers and leadership
Set clear responsibilities, control access deliberately, and own confidentiality as a standard, not a formality.

Partners and clients
Exchange information on terms that respect confidentiality, and uphold the same care in shared work.

05 GOVERNANCE AND ACCOUNTABILITY

Confidentiality becomes credible only when it is supported. We hold ourselves to clear responsibilities, access discipline, documentation control, escalation pathways, fair review, corrective action, ongoing awareness, and continuous improvement.

06 | OUR CLOSING COMMITMENT

Quantum Systems is committed to protecting the information entrusted to us. We will keep access disciplined, our handling careful, and our documentation clean, so that the trust placed in us is kept.

Quantum Systems Management Pvt. Ltd.