

Confidentiality

To ensure the confidentiality of our data for our clients Eastex Environmental practices the following:

1. A standard confidentiality agreement is signed by every employee when hired.
2. The LIMS system is protected with employee passwords.
3. It is a standard policy that our company does not share data between clients, vendors, nor the public.
4. The client is considered to be the entity purchasing our services.
5. Information is shared with the client and whichever entity the clients requests us to share data, if requested.
6. We consider our data to be private information until a regulatory or accrediting agency with authority to demand the release of data deems otherwise and is released to an appropriate level.

Where clients require transmission of test results by telephone, telex, facsimile or other electronic or electromagnetic means, staff will ensure confidentiality is preserved. Electronic transfers (e-mail, facsimile, etc) include statements addressed to the recipient concerning the confidential nature of the data.